



GREENSHAW
LEARNING TRUST



*Orchard Park
High School*

Receptionist Administrator Recruitment Pack

**ALWAYS
LEARNING**

Contents

Candidate Letter

Introduction - Greenshaw Learning Trust (GLT)

GLT Mission Statement

GLT Employee Benefits

Terms and Conditions

Main responsibilities and duties

Job description

Person specification

The recruitment process

Dear Candidate

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area, well above the national average for progress.

We are thrilled to share with you this exciting opportunity to join us as Receptionist Administrator and we are pleased to provide you some information about our school community, which is aspirational, welcoming and supportive. Our standards are high, classrooms are disruption free, pupils are polite and courteous and our staff are completely committed to bringing their best self to work, every day.

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject and who want to work in a hardworking, caring, multicultural school which is innovative, forward thinking and research informed in its approach to the education of young people.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust, a family of schools who hold a shared vision and set of values for education and learning.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Mission Statement

Our mission statement declares

“We are ambitious for our school and its students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background”

We pride ourselves on our positive ethos which drives the personal development, academic achievement and wellbeing of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond. Our focus on daily reading, academic progress, character development and community spirit is palpable. When you come to our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability. We strongly encourage applicants to visit us.

Kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a happy place for all.

Values

Our school community is built on our core values of:

Drive, Collaboration, Excellence and Integrity

We encourage all staff, students, parents and carers to support these values in everything we do. Our pupils talk confidently and passionately about these important aspects of our character.

We value and insist upon;

- High expectations of academic success leading to the best outcomes for all our young people
- High quality teaching and support delivered by passionate, dedicated and specialised staff who are at the forefront of pedagogical development, and continuously develop their subject knowledge
- Exceptional standards of behaviour to support learning
- A highly effective pastoral system to nurture our pupils
- A curriculum that meets the needs of all students
- Buildings and resources that enhance learning
- A working environment that supports wellbeing by focusing on centralised systems, consistency and no fads

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community. You will also benefit from the expert collaboration that comes from being a part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We warmly invite applications from candidates of all backgrounds. We also welcome visits or conversations with prospective candidates. To arrange a tour or a confidential phone call, please contact Karen Weighill, HR Manager on the school telephone number or email: kweighill@orchardparkhigh.net

We look forward to hearing from you.



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed By:	Office Manager
Line Management:	N/A
Contract:	Permanent
Salary:	Outer London NJC Grade 3 points 5 – 6 (£24,804 - £25,212 (salary will be determined by experience and qualifications)
Hours of Work:	36 hours per week 9am – 5pm Term time only may be considered for the right person
Place of Work:	Orchard Park High School
Holiday Entitlement:	The annual holiday entitlement is 22 days plus 2 extra-statutory days for full time working.
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Baring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

Be the welcoming “face” of the school and to carry out reception and clerical duties connected with the parents, staff and students. The post holder may be exposed to sensitive scenarios which will need to be managed confidentially and with discretion.

Key Purpose

- Be first point of contact for visitors and all stakeholders to the school
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on of messages when required
- To monitor the school email account and queries on School Comms, responding to enquiries or forwarding messages to the correct recipient as required
- Book cabs when required
- Distribute incoming mail. Frank outgoing post and ensure ready for collection.
- To manage the franking machine
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary
- Maintain radio contact Site Team
- Direct students to welfare when arriving late to school or leaving school early
- Ensure teaching staff have a designated post tray in staff room
- To monitor entry systems for the main gate and reception area
- To ensure all visitors and contractors sign in and issue appropriate passes in line with the school’s Safeguarding Policy

Clerical/Administrative

- Manage room bookings via diary
- To manage administration processes for logging detentions and Character Education Points on the MIS (Management Information System)
- To complete other tasks as directed by the Office Manager

Miscellaneous

- To comply with policies and procedures relating to child protection, health, and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging students to adhere to school expectations.
- To present a professional /positive image of the school to parents and the local community.

Key Contacts

- Daily involvement with teaching staff and students
- Contact with parents/carers and other stakeholders as and when necessary

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
Qualifications and training		
A good level of general education up to GCSE standard (or equivalent) in English and Maths.	•	
Receptionist training or qualifications in customer service		•
Experience		
Successful experience of working within a Secondary school/ Education setting		•
Experience dealing with a diverse range of people and situations..	•	
Skills and knowledge		
Excellent telephone manner and customer service skills.	•	
Excellent organisational and time management skills	•	
Accuracy and attention to detail	•	
Excellent IT skills including Word, and Microsoft Outlook	•	
Working knowledge of management information system SIMS/BROMCOM		•
Willing to undertake further training relevant to the post	•	
Ability to reconcile priorities, work to tight deadlines and problem solve	•	
Willingness to work after normal working hours when required	•	
Commitment to high standards and expectations	•	
An ability to quickly adapt to changes	•	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.greenshawlearningtrust.co.uk/join-us/staff-vacancies. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on Monday 27th February, 2023. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised on the same day. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held shortly after the closing date. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible, ideally in the Summer Term.

6. Additional information

For further information, please contact *Karen Weighill*: kweighill@orcxhardparkhigh.net, or call 0208 776 0220

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.