



**BRIDGE ACADEMY**

**Information Pack  
Receptionist/Administrator  
(Part Time)**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**Bravery | Respect | Integrity | Drive | Grit | Excellence**

# CONTENTS

Letter from Mr C. Brown, Principal.....	3
The Bridge Academy Mission, Vision and Values .....	4
Staff Rewards & Benefits .....	5
Job Description.....	9
Advert Information.....	13

A Bridge to Your Future

The Bridge Academy, Hackney, Laburnum Street, Hackney, London, E2 8BA  
T 0207 749 5240 E info@bridgeacademy.hackney.sch.uk  
www.bridgeacademy.hackney.sch.uk



Dear Applicant,

Thank you for requesting an Information Pack for the **Part Time** post of **Receptionist/Administrator**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you again for your interest in this post and we look forward to receiving your application by: **9:00am on Wednesday 7<sup>th</sup> February 2018.**

Yours faithfully,

A handwritten signature in black ink, appearing to be "C. Brown", with a long horizontal line extending to the right.

Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

**Bravery:** We meet our fears head on. We embrace challenges in order to thrive

**Respect:** We value everyone equally. We treat others as we would wish to be treated

**Integrity:** We do the right thing, even if no one is watching

**Drive:** We are determined to succeed. We never stop trying to get better.

**Grit:** We never give up, even when things get tough

**Excellence:** We go above and beyond, without excuses, to achieve the best.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries for both Teaching & Support staff, (Inner London Weighting) including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Barbican Card**

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. This card gives priority booking for events at the Barbican with no booking fees, unlimited access to exhibitions, discount on cinema tickets and special offers in the restaurants and bars. 25% off selected music and theatre events, 25% off all new release films, 15% off all Barbican bars and restaurants except Searcy's and Benugo.

### **Childcare**

<http://www.childcarevouchers.co.uk/>

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

- You enroll on the scheme by completing a salary sacrifice agreement.
- You receive a welcome pack, with details for your carer if they aren't already affiliated with the scheme.
- You receive paper vouchers which you give to your childcare provider. They then return them to Edenred for redemption.

Some of our staff choose to make use of the very nearby nursery at Hackney Community College which is graded Good by Ofsted and has very competitive rates. It is close enough to drop off your child and walk to work easily.

## **Cycle Scheme**

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

## **Optical Expenses**

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

## **Gift Vouchers for 100% Attendance**

We really value the commitment of staff members to each working day and as a token of this, each term, staff who have achieved 100% attendance participate in a selection of prize draws, offering them the prospect of winning £100 worth of vouchers from top stores including online internet sites such as Amazon.

## **Health Matters Portal**

The well-being portal is in partnership with our sponsor, UBS. This site hosts a wide range of health and wellbeing topics and resources for all staff to access online. The site includes articles on topics such as healthy eating, fitness, smoking and drinking, health at work, mental wellbeing, travel advice, health issues, with a wealth of links to further information and other well-known sites.

## **Our Award Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

### **ICT suites**

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

### **Sixth Form**

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

### **Social Events**

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

### **Work and Family Webinars**

Staff members have access to webinars on a range of subjects relating to family life. These webinars run live during the day, but can be accessed at any time after the event.

## Job Description

<b>Job Title:</b>	<b>Receptionist/Administrator (Part Time)</b>
<b>Responsible to:</b>	<b>Office Manager</b>
<b>Job Purpose:</b>	<b>The Receptionist / General Administrator will take responsibility for the front desk management, visitor management, switchboard operating, and general administrative tasks requested by the Office Manager.</b>
<b>Working Pattern:</b>	<b>20 Hours per Week (Monday - Friday, 1pm - 5pm) Term Time only (39 weeks) per academic year</b>
<b>Salary Range:</b>	<b>21 - 25</b>

### Key Tasks:

#### Organisation

- Undertake reception duties; answering telephone calls, dealing with enquiries from parents/prospective parents, teachers, students, general public and signing in all visitors.

#### Administration

- Report to the Office Manager.
- Support with administrative tasks, delegated by the Office Manager.
- Use the online system to issue visitor badges and inform staff of visitors.
- Disclosure and Barring Services (DBS) and ID checking of all visitors in line with Child Protection.
- Provide routine clerical support e.g. filing, faxing, emailing and completing routine forms.
- Undertaking typing, word-processing and other IT based tasks.
- Receive/despatch, sort/distribute, frank and organise special/recorded delivery of mail.
- Receive items of property/lunch for students to collect.
- Organise meetings on behalf of the Office Manager or Finance and Resources Director.
- Create and complete various logs.
- Daily preparation of the News Board PowerPoint for school information.
- Prepare UBS signing in sheets.
- Report any issues to Senior Leadership Team and Facilities (student/maintenance/cleaning).
- Receive and distribute emails sent to the Information Account.

- Storing confiscated mobile phones and ensuring they are signed out by a parent/next of kin when collected.
- Keep the reception area tidy.
- Prepare labels and signing in sheets for Drop Down Days.
- Prepare paperwork for parent evenings including teacher tags.
- Updating various databases e.g. catering log, teacher name changes, etc.
- Organise the labelling and stuffing of reports.

**Resources**

- To undertake tasks in relation to the reproduction of information, reports and booklets, for a range of audiences including photocopying.
- Support the Administration Team with the production of any correspondence as required by the Office Manager.

**Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Office Manager.
- Contribute to the overall ethos/works/aims of the Academy.
- Participate in training and other learning activities and performance development as required.
- To deliver First Aid during lunch time, as on the rota produced by the First Aid leader.

**Other**

- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy.

**Signed by Employee:** .....

**Print Name**.....

**Date**.....

## Person Specification

<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Literate &amp; numerate, GCSE Grade C English &amp; Maths minimum</li> <li>• Post 16 vocational or academic qualifications</li> <li>• Experience of working in a busy secondary school reception role.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in Word, Excel, Powerpoint, Publisher and Outlook</li> <li>• Excellent communication and literacy skills</li> <li>• Ability to produce high quality documents within time scales</li> <li>• Ability to build and maintain excellent working relationships</li> <li>• An understanding of and commitment to equal opportunities, data protection and Child Protection.</li> <li>• Knowledge of SIMS desirable but not essential</li> </ul>
<b>Personal Qualities &amp; Characteristics</b>	<ul style="list-style-type: none"> <li>• Efficient and organised</li> <li>• Able to maintain confidentiality and discretion at all times</li> <li>• Ability to multi task and be flexible</li> <li>• A keen eye for detail and accuracy with regarding to all documents produced</li> <li>• Ability to work under pressure and independently</li> <li>• Ability to negotiate deadlines with Office Manager regarding tasks.</li> <li>• Responsible for developing self and the role</li> <li>• Ability to multi task and process large volumes of visitors quickly while remaining professionally.</li> </ul>

## Receptionist/Administrator (Part Time)

**Dates:** Apply by 9:00am on Wednesday 7<sup>th</sup> February 2018  
**Job start:** An immediate start is preferred  
**Location:** South Hackney  
**Salary Point Range:** 21 - 25  
**Annual Salary Range:** £10,954 (FTE: £24,136) - £12,126 (FTE: £26,719)  
**Hours:** 20 hours per week  
**Contract Term:** Permanent

**This is a term time only position:** 39 weeks per academic year.

**Working hours:** 20 hours per week, 1pm - 5pm, Monday - Friday.

Do you want to join a team that believe every child deserves the chance to succeed and will work hard to make sure that happens? Do you want to join a school that is rapidly improving and is focused on securing excellence for all of our students and staff?

The Bridge Academy is the most improved secondary school in Hackney with progress in the top 10% nationally. Our mission is to ensure that all our students will go on to university or a high quality equivalent, thrive in their chosen field and live a great life.

Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

Our sponsors UBS, a global financial services company, provide significant support to the Academy. We also work with a wide variety of community groups to ensure the best for all our students.

We are seeking an experienced Receptionist/ Administrator to manage our reception, front desk and switchboard. The successful candidate will provide a friendly and effective service to our daily influx of visitors, parents and students. This role will also involve day to day administration duties as directed by the Office Manager. Previous reception experience within a Secondary School, excellent administrative skills, the ability to multi task and attend to large volumes of visitors in a very busy environment is essential.

### **We offer:**

- An ethos of high expectations for students and staff
- A professionally stimulating and supportive working environment
- A strong commitment to the professional development and progression of all staff

To apply for this position, please complete the online application. We are a highly diverse school and encourage applicants from all sectors of the community to apply.

**Closing date for applications:** 9:00am on Wednesday 7<sup>th</sup> February 2018.

**The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**