

CANDIDATE INFORMATION PACK



**CITY OF LONDON
ACADEMY
SHOREDITCH PARK**

Receptionist & Administrator

EMBRACING TRADITION • PURSUING EXCELLENCE • LEADING CHANGE

CEO WELCOME

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.



COLAT is driven by the ambition to deliver exceptional educational outcomes for the young people we serve, combining the heritage and traditions of the City of London Corporation with a creative and effective approach to teaching and learning.

Our expectations are high for both our students and our staff and as such we work to three core values: integrity, professionalism and care. We demonstrate real care by insisting on the highest expectations of behaviour in every phase and setting. Our curriculum is regularly reviewed and updated to ensure that every young person is afforded the knowledge and skills they need to be successful. We promote and support excellent classroom pedagogy as well as ensuring we have common approaches to assessment and intervention. This is how we care for our young people and ensure that they achieve the highest possible outcomes and are able to counter the many aspects of disadvantage they, their families and our wider communities experience.

Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles led to the City of London and COLAT previously being recognised as the best performing academy chain for progress and attainment of disadvantaged children ('Chain Effects', The Sutton Trust). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. Our care for staff means that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust.

In the classroom, and around school, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents, whatever they may be. We look forward to receiving your application.

Yours faithfully,

A blue ink handwritten signature, appearing to read 'M. Emmerson', written over a white background.

Mark Emmerson
Chief Executive Officer

WHO WE ARE

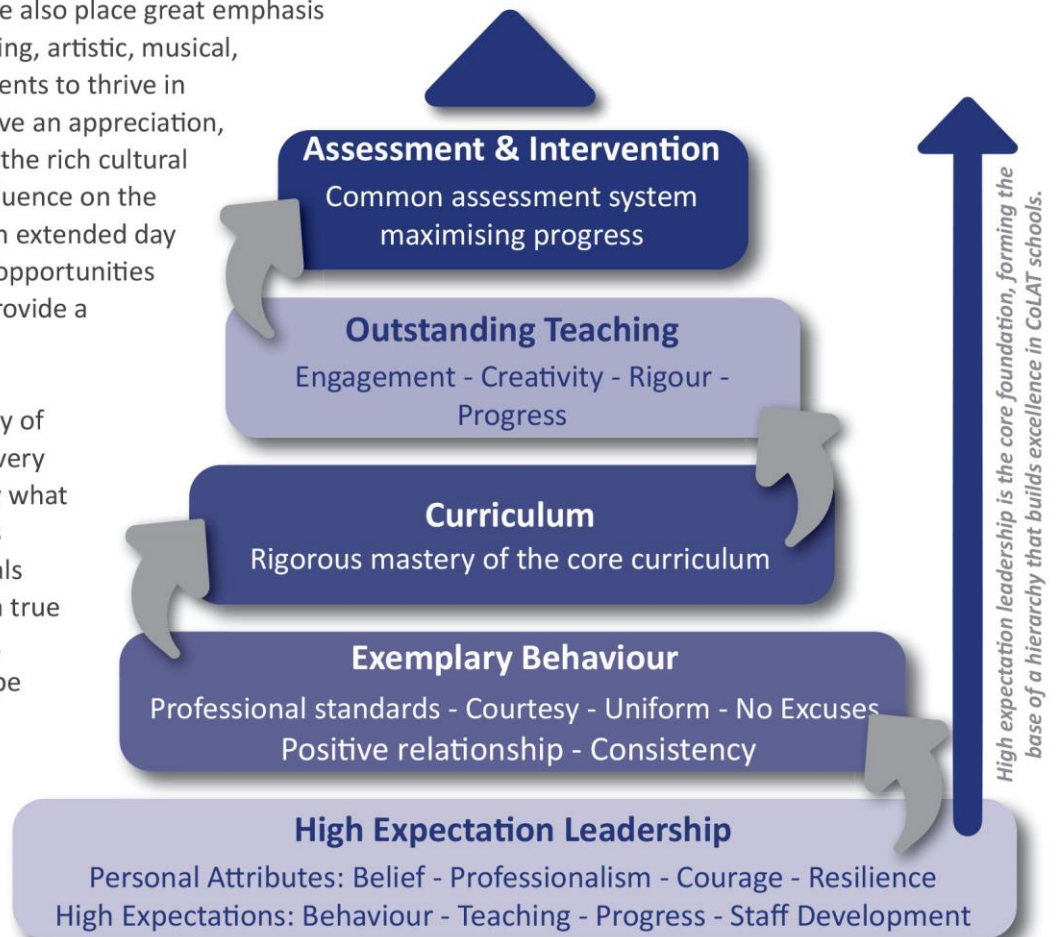
City of London Academies Trust operates schools in areas of significant disadvantage and believes strongly in the transformational nature of education.

We are unashamedly academic and unapologetically results driven because we recognise that strong SATs, GCSE and A level outcomes lead to increased life opportunities for our students. All our schools adopt a warm/strict approach, with every one of our School Leaders adhering to and aligning with our COLAT behaviour systems. Our simple, clear, and consistent routines, rituals and norms embed strong habits delivering exceptional student behaviour. In our schools, our teachers can teach, and students can learn, uninterrupted. We take great pride in curating an exceptionally positive learning environment and we obsessively guard against anything which may compromise our strong ethos and culture.

Our curriculum is knowledge rich. We believe in teaching ‘powerful knowledge,’ and educating our students on the ‘best that’s been thought and said’ is crucial to giving them the best possible chance of success in life. More broadly, we find opportunities to elevate the curriculum to ensure our most able students can compete with their more privileged peers. Our curriculum is coherently and intelligently sequenced, with our Subject Improvement Leads working closely with Heads of Department to drive gains in learning and develop subject specific pedagogy. We are working on creating a standard curriculum in most of our subjects; this will help reduce teacher workload by taking away the production of high-quality resources and assessments, freeing up our expert teachers to grapple with the delivery of the content and focus on the learning.

Our teaching approach is influenced by the works of educationalists such as Doug Lemov. We are confident we know what works for schools in our specific context, and we have spent a long time codifying our approach, whilst also providing sufficient flexibility for our teachers to add their own unique personality and dynamism to their classrooms. Results are important to us, but we also place great emphasis on developing our students’ sporting, artistic, musical, and linguistic talents. For our students to thrive in modern Britain, they must also have an appreciation, understanding and attachment to the rich cultural heritage of our country and its influence on the wider world. All our schools run an extended day to deliver an array of enrichment opportunities and super curricular sessions to provide a truly holistic education.

It is an exciting time to join the City of London Academies Trust, and we very much hope you will be inspired by what you learn about us. We are always excited to meet fellow professionals and there is no better way to get a true sense of a school’s culture, values, and ethos than by visiting. We hope you take up this opportunity so you can see what life-changing opportunities our schools provide, and how integral our people are to this mission.



PROFESSIONAL DEVELOPMENT

We are committed to providing **individualised and impactful professional development for every member of our COLAT community, and we offer a menu of talent pathways to support you at every stage in your career.**

These pathways are research-based, designed for COLAT schools and delivered by experts from across the Trust. They provide Trust-wide training and networking opportunities to support you to achieve your career goals.


The Talent Pathway menu includes:

- **Aspiring to Middle Leadership: Leading a Department**
- **Aspiring to Middle Leadership: Leading a Year Group**
- **Aspiring to Middle Leadership: Leading a Operational Department**
- **Aspiring to Senior Leadership: Curriculum, Teaching and Learning**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Behaviour**
- **Aspiring to Senior Leadership: Personal Development, Welfare and Management**
- **Aspiring to SEND Leadership**
- **Aspiring to Operational Functions Leadership**

If you are interested in one of our Talent Pathways, please do ask for more details during your school visit or interview.

EMPLOYEE BENEFITS

We invest in and support our staff by keeping their development a priority, and we are proud to have a range of benefits to ensure staff feel valued, including:

- **Teachers' or local government pension scheme with a generous contribution from the Trust**
 - **Occupational maternity and adoption pay following 26 weeks of continuous service**
 - **Generous annual leave entitlement**
 - **Sabbatical leave entitlement for up to one year (unpaid) after five years' continuous service**
 - **Cycle to work scheme**
 - **Corporate gym membership rates**
 - **Travelcard loan scheme**
 - **Annual training and development opportunities in addition to in-house staff development**
 - **Access to City of London housing allocation scheme**
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Principals Welcome

City of London Academy Shoreditch Park

We are currently looking to appoint driven and highly skilled staff members to our talented and experienced staff body who will help us achieve outstanding outcomes (progress 8 of +1 and above) and who are willing to stay the course to achieve this.

If you are aligned with our vision, values and mission to improve students' life chances, we want to hear from you.

We are looking for candidates who will contribute to improving every aspect of the school's provision, even the outstanding elements. The successful candidate will have an eye for detail, recognise excellence when they see it and not be afraid to challenge underperformance when standards are not as high as they should be. You will have the necessary skills and qualities to support the school to achieve its objectives. You will be someone who wants to contribute to all aspects of academy life and who has a constant eye on outcomes for students.

Our staff body is characterised by a relentless focus on student outcomes and supporting students from disadvantaged backgrounds, as well as the attention to detail and high expectations that are required to do so. We have extremely strong behaviour routines with line ups, single file silent corridors and family dining: all the key components of a warm/strict school.

Our Senior Leadership Team is committed to providing the highest quality training and support for staff to enable them to flourish and develop whatever their role in the school.

City of London Academy Shoreditch Park opened in September 2017 and is now a full, thriving school with the highest academic outcomes in the City of London Academies Trust. We are looking for members of staff who will join our mission to continually drive up our progress 8 score of +0.37. Our long-term vision is to become the best school in the country, and to achieve this we need the best teachers and support staff in the country.

Whatever their background or starting point, we aim to teach our students the skills, knowledge and values that will enable them to become happy, successful and employable young adults. Our culture balances expectations of self-discipline with the positive support from teachers that enable students to feel happy and safe in school.

If you share this moral imperative, then we welcome your application for this role.

I look forward to hearing from you.



Holly Arles
Principal

Receptionist & Administrator - Job Description

Post:	Receptionist & Administrator
Accountable to:	Student Service Manager
Post Type:	Permanent
Grade/Range:	Grade 6 Scale point 18 - 20
Salary:	£34,770 - £35,862 (FTE) - £33,789.84 - £34,881.84 (TTO)
Working Pattern:	37 hours per week TTO + 10 days
Location:	City of London Academy, Shoreditch Park
Disclosure Level:	Enhanced DBS

Main Purpose:

- Be responsible for the provision of efficient reception, student services, and secretarial functions for the academy, staff, students, and parents/carers.
- Support the academy's finance, facilities, ICT, HR and communications functions, and assist the Student Services Manager and Vice Principal Resources.
- Support with all aspects of student services, including reprographics, administration, attendance, and reception cover.

Key Accountabilities

Principal Accountabilities

- Support the efficient and effective operation of the academy's student services by implementing policies and procedures for the main activities performed.
- Support the Reception and Administration team and coordinate activity with security and night staff operating out of hours to ensure continuous cover.
- Support with the provision of finance, facilities, ICT, HR and communications functions.
- Maintain student file records both in paper copy and electronic filing.
- Assist with MIS systems and databases of students and staff.
- Enable new students and parents to use the systems for catering, printing, and ParentPay.

Management of the School Office and Reception

- Support the work of school office staff to ensure the office is professional, organised and operates efficiently.
- Support the academy reception service and undertake activities as part of the team.
- Ensure all telephone queries from students, parents, professionals and visitors are dealt with promptly.
- Plan with the facilities team for out of hours and school holiday arrangements.
- Receive and brief visitors on safeguarding policy and arrange for the provision of refreshments if required.
- Support the telephone switchboard services working with ICT, keeping abreast of new technologies

and ICT developments in order to maximise efficiency of service.

- Identify training needs and bringing them to the Student Services Manager for discussion.
- Support an efficient review and action of the academy's admin@ Outlook email address, and updating and publishing the related calendars in Outlook.

Data and File Management

- Assist the data team with attendance systems, returns and electronic communication systems.
- Ensure student files are scanned and filed electronically on a regular basis.
- Support the Child Protection team in the maintenance of child protection files.
- Ensure the Data Protection Act is followed when dealing with any personal information.

Student Services

- Support the administration of new admissions and assisting the Principal in arranging parental interviews and appeals.
- Plan, operate and keep up-to-date the administrative systems within the academy, to bring about continuous and effective delivery of service to students.
- Oversee school uniform supplier, school photographer, stationery and photocopier paper and toner, postal services and office equipment maintenance.
- Support the medical welfare of students including first aid and accident logs.

School and Faculty Administration

- Provide administrative support in organising safety procedures, including fire and evacuation drills.
- Support the induction of any new member of the school staff.
- Support the academy's mail service, i.e. franking, opening, sorting, distributing.
- Deal with any emergencies, as appropriate, deciding on the best course of action and if medical intervention is required, referring the matter to the Principal or nominated first aider.
- Represent the school at relevant external meetings, seminars and training courses.
- Support academy staff meetings, including the preparation of agendas, providing refreshments, attending and taking minutes of internal school meetings where required.
- Support with the typing and word processing of correspondence, reports, arrangements of meetings and organisation of Outlook calendars.
- Handle and respond to telephone calls, dealing with matters on own initiative, taking messages, using discretion to redirect calls or pass calls to the Principal as appropriate.
- Deal with Freedom of Information enquiries in accordance with academy policy.
- Implement statutory or local authority requirements as they affect the management of the administrative function in the school.

ParentPay Administration

- To Set-up payment items related to trips, musical instruments, ad-hoc items as requested by budget holders
- To be the schools primary ParentPay trips administrator, ensuring up to date transaction reports are provided to relevant departments for chasing of outstanding debt
- To system troubleshoot and answer queries related to lunch meals and other payment items requiring refunds
- Debt coordinator (credit control), chasing outstanding debt and sending system reminders when accounts are close to reaching balance or overdue
- To ensure information regarding pupils who are having a packed lunch for the term are correctly recorded and sent to Impact administrator for processing

Assist in management of the organisation by:

- Liaising with and supporting all academy staff and stakeholders, including students and parents.
- Maintaining the academy Outlook calendar for all events and activities.
- Organising and scheduling Parent and Pastoral Day appointments.
- Working with and supporting teaching staff when organising school trips, visits and other offsite activities.
- Managing communications with parents and collection of consent forms and payments through ParentPay and correspondence.
- Undertaking administrative tasks including stock recording, ordering etc.
- Working within a defined organisation structure which enables effective and efficient ways of working and support the achievement of the academy's objectives.
- Acting in accordance with policies and legislation affecting the conduct of the academy, particularly those that govern health and safety matters and employment rights.
- Undertaking any other duties commensurate with the post as reasonably delegated by the Principal and SLT.

Key Organisational Objectives

- The postholder will contribute to the academy's objectives in service delivery by:
- Following Health and Safety requirements and initiatives as directed.
- Sharing the Academy's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Fulfilling the role of Student Personal Adviser and/or mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Confidentiality

We expect all staff ensure that confidentiality is maintained and work in line with agreed City of London Academies Trust's policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertake any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the Standards Team.

Receptionist & Administrator – Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the COLAT Equalities policies.

CITY OF LONDON ACADEMY SHOREDITCH PARK

	Essential	Desirable
Qualifications		
GCSE English and Maths	✓	
NVQ Level 3	✓	
Degree		✓
Experience, Skills and Knowledge		
Fully conversant with all aspects of Microsoft Office, email and internet	✓	
Ability to provide high-quality administrative support	✓	
Experience of dealing with the general public	✓	
Experience of using SIMS or equivalent database	✓	
Experience of setting up, using, maintaining and developing administrative and whole-school systems	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent written and oral communication at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Attention to detail in communication and planning	✓	
Excellent understanding of database systems to produce reports and statistics	✓	
Personal Qualities		
Ability to problem-solve	✓	
Ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
Ability to communicate with and support parents, maintaining a calm professional and friendly attitude even in difficult situations or conversations	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

HOW TO COMPLETE THE APPLICATION

Vacancy Title: Receptionist & Administrator

Vacancy Description: Permanent

Vacancy Location: City of London Academy Shoreditch Park

Vacancy Closing Date: Friday 19th July 2024 by 12 noon

Submission: Applications to be submitted by the TES portal

It is essential that a fully completed application form is submitted. City of London Academies Trust cannot accept CVs alone. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards. These can be selective, and you only need to provide those you consider relevant to the job you are applying for.

Your letter of application/supporting statements is the most significant element of the application form. Using no more than 1,000 words please provide an accompanying letter explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

As part of your letter of application/supporting statement we are interested in knowing your impact so please provide relevant evidence. For instance, if you are seeking a pastoral role provide relevant data on the reduction of exclusions. If seeking a teacher role provide progress and attainment data of classes taught. If you do not meet all the essential criteria, it is unlikely that you will be shortlisted.

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks in line with Keeping Children Safe in Education, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from City of London Academies Trust vision and values.

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



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