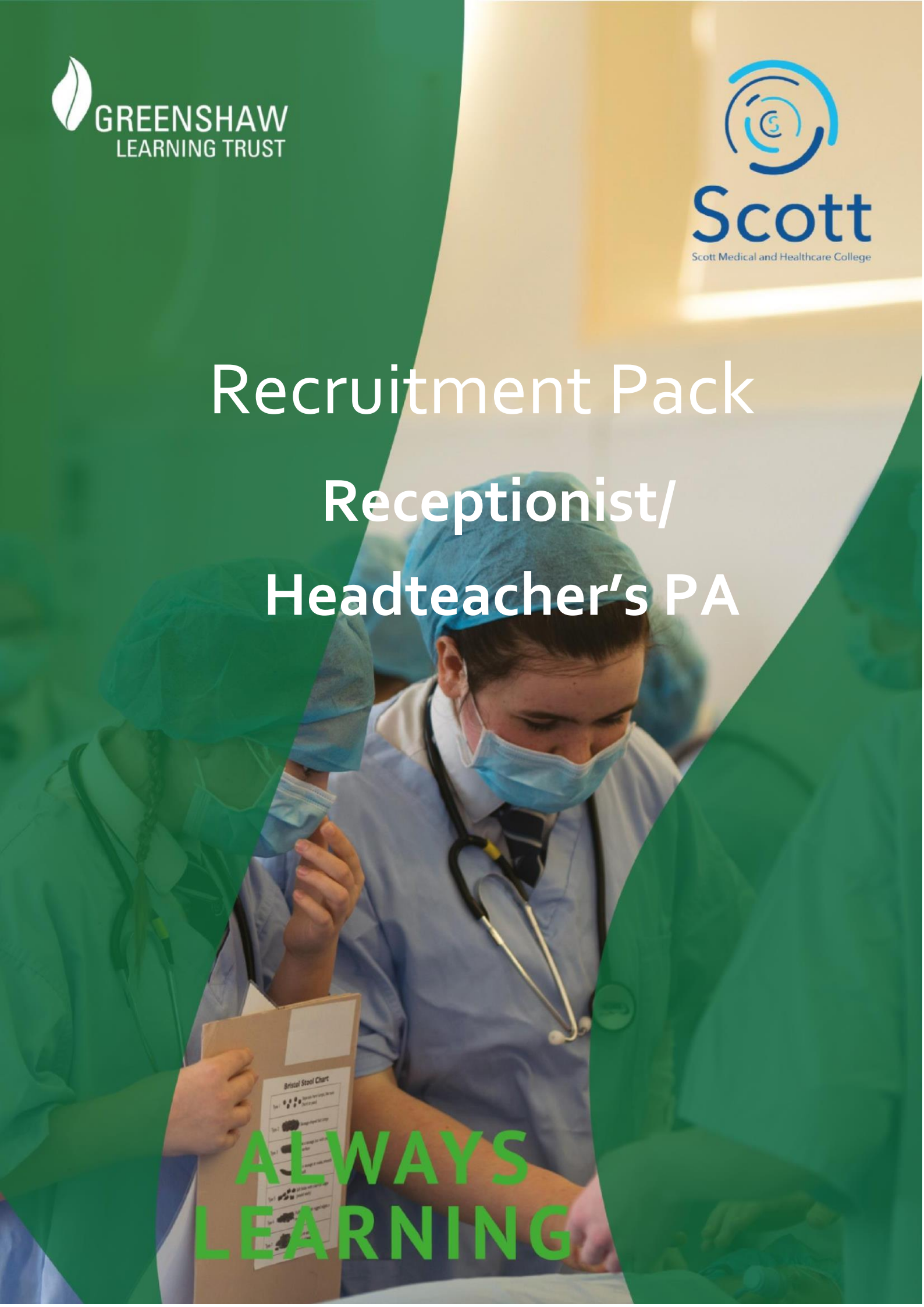


# Recruitment Pack

## Receptionist/ Headteacher's PA



ALWAYS  
LEARNING

## Introduction

Dear Applicant,

Thank you for your interest in the role of Receptionist/Headteacher's PA in Scott Medical and Healthcare College. Scott Medical and Healthcare College joined Greenshaw Learning Trust (GLT) on 1<sup>st</sup> January 2021.

We are looking for a colleague to join the Reception team at Scott Medical and Healthcare College. The post requires the successful applicant to offer a professional reception and administrative support service to students, staff, parents and visitors to the college. This post will also include duties as the Headteacher's PA. You must have a desire and determination to make a significant contribution to the outcomes of students within a GLT school in Plymouth and further contribute to the life chances of the young people in the school and across the Trust.

Although this post is advertised as full-time, applications will be equally welcome from those who wish to work part-time or job share.

The Greenshaw Learning Trust is a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice, and learn from each other, whilst retaining and developing their own distinctive character.

The Greenshaw Learning Trust website provides a clear picture of our aspirations and our vision for schools within the Trust; however, please do not hesitate to contact us to seek further information - [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk).

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect our own.

If you would like an informal conversation about this role, please contact Naomi Leech, Headteacher via email [nleech@scottcollege.co.uk](mailto:nleech@scottcollege.co.uk)

Please find enclosed a recruitment pack and we look forward to receiving your application



Naomi Leech  
Headteacher

## **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust 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.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who 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 to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## **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.*

## Scott Medical and Healthcare College – About us



Scott Medical and Healthcare College is situated in the vibrant waterfront city of Plymouth in the South West, which is packed full of historical interest, cultural attractions and set in an area of outstanding natural beauty with easy access to several national parks and award winning blue flag beaches.

We are a relatively new medical, health and social care studio school for 13 – 19-year-olds and welcomed our first cohort of students in September 2017. We moved into our brand new, self-contained and purpose built, medical centred facility in September 2018. Our staff and students benefit from the modern specialist teaching and science rooms which houses specialist equipment, mentoring and coaching suites and a fitness gym. Our Ofsted inspection graded the school as “Good” and the full report can be accessed via the following website address:  
<https://scottcollege.co.uk/ofsted-report-2020>

Medicine and health and social care is one of the largest employment sectors in the region and the demand for skilled entrants into employment remains high. We work in close partnership with Plymouth University’s Faculty of Health: Medicine, Dentistry and Human Sciences, University Hospitals Plymouth NHS Trust and Livewell Southwest to bring about a new approach to learning, blending traditional teaching with real, project-based learning and work experience.

We aim to inspire students with a thirst for learning, a drive to succeed and a curiosity to learn, develop and care. Our vision is for a school providing the medical and healthcare professionals of the future, transforming the life chances of all of our young people. We shall provide an education which will enable students to enter higher education and the job market with key specialist medical and healthcare experience as well as having the work experience, skills and attitudes which will enable them to move into employer or higher education and become valued staff to prospective employers.

## **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust 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 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

<b>Line Managed by:</b>	Office Manager/Headteacher
<b>Line Management:</b>	N/A
<b>Contract:</b>	Fixed term, maternity cover
<b>Salary:</b>	Grade C SCP (5 – 7) £19,312 - £20092 fte (actual salary £16989 - £17675)
<b>Hours of Work:</b>	37 hours per week 40 weeks (term time + 1 week)
<b>Place of Work:</b>	Scott Medical & healthcare College, Plymouth
<b>Medical Examination:</b>	Appointments are 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>

**Holiday Entitlement:** This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.



## **Main responsibilities and duties:**

To offer a professional reception and administrative support service to students, staff, parents and visitors to the college.

## **Job Description**

The following list outlines the main duties for this post but is not a comprehensive or exclusive list and may be varied from time to time.

### **Reception:**

- To be the first point of contact at reception
- To deal with parents, students, staff and visitor enquiries
- Operate the main telephone switchboard
- To call parents or work placement providers where students have not arrived at school or the work placement
- To deal with deliveries to the college
- Process incoming and outgoing mail
- Be responsible for the safe custody of keys
- Issue Chromebooks for student use
- Maintain and order stationery supplies

### **First Aid:**

- To provide First Aid cover to staff and students who are injured or become unwell
- Contacting parents or next of kin and the appropriate teaching staff
- To maintain relevant records and proforma
- Where necessary to contact the emergency medical services
- To maintain healthcare plans for students

### **Administration:**

- PA to the Headteacher
- Producing correspondence to staff and students via letter and email
- Support the administration team with general admin duties
- Managing student exclusions, including paperwork and reintegration meetings for all year groups
- Support the events co-ordinator with administrative duties and arrangements at the time of event
- Report GDPR issues to the GLT appropriate person and attend meetings as required

**Finance:**

- Finance link to the GLT Shared Services Finance Team
- Raise purchase orders on the Trust finance system PS Financials, accept deliveries and confirm the receipt of goods
- Liaise with the GLT Shared Services Finance Team regarding new supplier credit accounts, purchase requisition, authorisation of invoices for payment and sales invoices
- Maintain Parent Pay system
- Liaising with educational trip leaders with regard to minibus bookings

**Personal Development:**

- Participate in a programme of CPD

**Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation
- To uphold and promote the ethos and values of the Greenshaw Learning Trust



## Person Specification

<b>Qualifications</b> On their application form, candidates will demonstrate that they have the following qualifications/training:	Essential	Desirable
GCSE in English and Maths or equivalent at least Grade C (level 4)	✓	
Administrative qualification		✓
<b>Experience, Skills and Knowledge</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following experience, skills and knowledge:	Essential	Desirable
Experience of working in a customer facing environment providing general administrative support	✓	
Experience of front-line reception duties		✓
Experience of working in an office environment providing financial support		✓
Experience of working in a school environment		✓
Excellent verbal and written communication skills	✓	
Ability to solve straight forward problems and work on own initiative	✓	
Good literacy and numeracy skills	✓	
Confident in using Google Docs or Office Suite applications i.e. word, excel	✓	
First Aid trained or willingness to be trained.	✓	
Experience of working in a busy, fast paced environment	✓	

<b>Personal Attributes/Qualities</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	Essential	Desirable
Ability to maintain confidentiality at all times	✓	
Ability to be flexible and supportive of colleagues	✓	
Enthusiastic and willing to learn new skills	✓	
Be able to form positive relationships with students and maintain a firm and friendly approach to supporting students within the college	✓	
Resilient, tactful and diplomatic, even when under pressure	✓	
Ability to work within College policies and procedures with an awareness of equal opportunities	✓	
Ability to deliver a customer focused professional service with a positive and supportive approach	✓	
Be personable and set a good example to colleagues and students	✓	
Ability to work effectively in a busy team	✓	

## The Recruitment Process

### 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](http://www.greenshawlearningtrust.co.uk/join-us/staff)

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 **midnight on Wednesday 8<sup>th</sup> December 2021**. Applications received after this date and time will not be considered. However, this vacancy may close earlier should we receive applications from suitable candidates before the deadline date.

### Shortlisting

Shortlisted applicants will be invited by telephone or email to attend a formal interview process. 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.

### Interview Process

The interview process is scheduled for as soon as possible after the closing date. Applicants may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### Feedback

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

### Taking up post

The successful applicant will take up post as soon as possible.

### Additional information

For further information, please contact HR via email: [scarwithen@scottcollege.co.uk](mailto:scarwithen@scottcollege.co.uk)