



Job Application Pack

Main Receptionist / Admin Assistant

Permanent, 15 Hours (Thursday & Friday), Term Time Only

Salary: Grade 5, Points 5 to 7, £21,575 to £22,368 (FTE)

Actual Salary: £7,523 to £7,799 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

Our Schools

Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe. Belong. Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

Lees Brook Academy

Lees Brook Academy (LBA) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook
Academy

Alvaston Moor Academy

Alvaston Moor Academy has 850 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



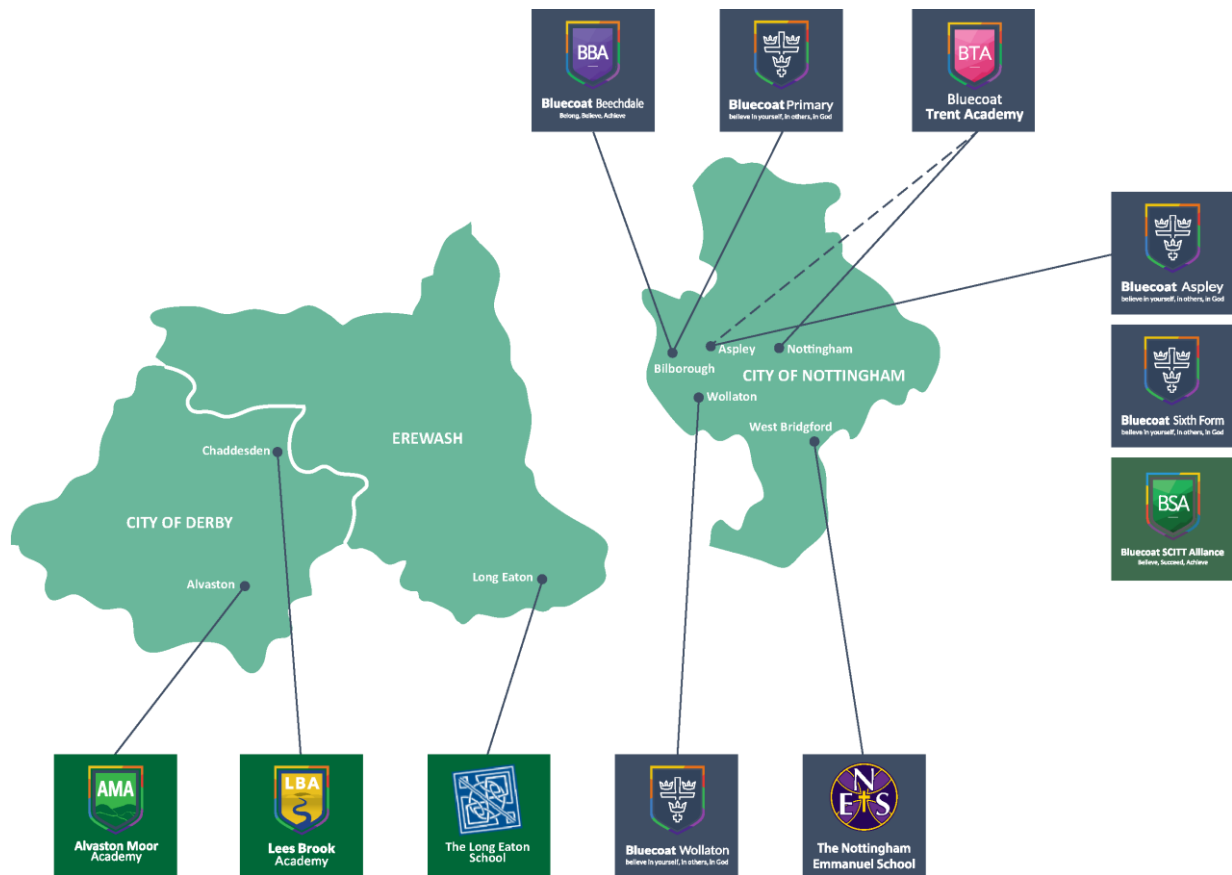
Alvaston Moor
Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



Welcome from the Principal - *Ambition, Manners, Achievement: Hard work conquers all*

Thank you for showing an interest in becoming part of our team at Alvaston Moor Academy. Alvaston Moor Academy joined Archway Learning Trust in February 2021, beginning a new era of education for students in the Alvaston area.



Our vision is based on the belief that with hard work everyone can achieve. We want and expect only the best for our students and we will go above and beyond to ensure that is the case. We believe every child is unique and can be successful and we have high expectations of all. The education opportunities provided allow every child to make the best possible progress whilst at Alvaston Moor Academy, preparing them well for the next stage of their life. Our staff are determined to demonstrate that there are no barriers to learning and that all young people can be successful in their own way, regardless of their background. We consistently strive to help our students to become better learners; to increase their resilience and to raise their aspirations.

We are looking for ambitious staff who will lead by example. We expect all staff to be leaders, whether within their own classroom or within the leadership structure of the school. We expect staff to show an uncompromisingly high drive to succeed and the focus of all staff must be on the relentless desire to improve Teaching and Learning. Whether it's progressing on to university, securing an apprenticeship, or entering the workplace, we want every young person who leaves Alvaston Moor Academy to have real choices in life. Staff from Alvaston Moor Academy regularly have the opportunity to work together with others across the trust, to share ideas and best practice, to collaborate, seek advice and to learn from each other. Students also get the opportunity to meet, compete, learn and collaborate with students from other schools.

The Vacancy

Alvaston Moor Academy is seeking to appoint a professional, friendly and welcoming receptionist. The Receptionist is the first person a visitor sees or talks to when arriving or calling our Academies. As a school receptionist, your job duties are primarily communication-based, therefore the post holder will require good listening skills and you will need to provide / source correct information when asked. As such, you'll need to be familiar with telephone and email etiquette and possess strong interpersonal skills.

Your daily tasks may include keeping records, scheduling meetings, and facilitating communication between teachers, staff, and families. In some cases, you may be required to provide administration support in addition to reception duties.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Alvaston Moor Academy and the vacancy, please visit <https://www.alvastonmoor.co.uk/> To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

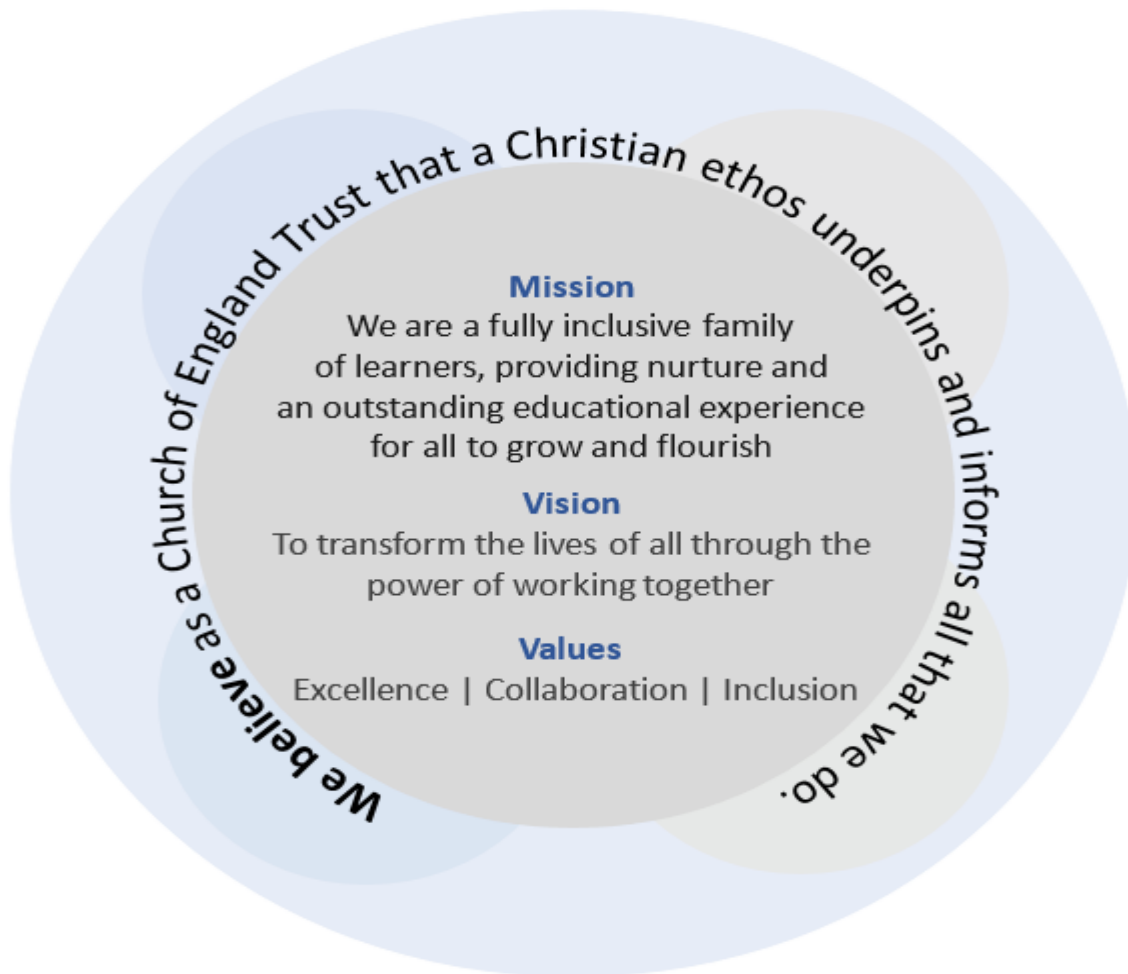
Closing Date: 9am, Monday 17th April 2023

Interview Date: Friday 21st April 2023

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

POST TITLE: Receptionist & Admin Assistant

GRADE: Grade 5, Points 5-7, Term Time Only

RESPONSIBLE TO: Office Manager

JOB PURPOSE

This post holder will work under the supervision of the Office Manager to ensure that an efficient, effective and professional reception and administrative service is provided for all stakeholders.

GENERAL RESPONSIBILITIES

1. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team
8. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

These tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder and is not an exhaustive list of all tasks.

- Provide a comprehensive reception service, including greeting visitors to the Academy and ensuring relevant safeguarding checks are made, including receiving parents and students, dealing with general enquiries face to face or by telephone; taking messages or referring matters to the appropriate person;
- Proactively take responsibility for ensuring visitor information is provided in advance of their arrival where possible, enforcing the correct safeguarding procedures are followed;
- Assist in the administrative duties relating exclusions and other administration responsibilities.
- Be responsible for maintaining and developing the reception and reception area, ensuring the visual displays best promote and communicate the activities and ethos of the academy;
- Assist in maintaining student records ensuring contents & databases are up-to-date and relevant.
- Support the Student Receptionist with welfare duties, looking after sick students, liaising with parents / carers and relevant staff, dealing with complex student matters, investigate and resolve any queries from student and or parents;
- Communicate effectively by telephone, letter, or email, maintaining high professional standards in relation to your post and towards your colleagues and other people you come into contact with;
- Work effectively as part of the office / admin team providing administrative support for a wide range of tasks as directed;

- Receive, record and track deliveries, ensuring they are received by the budget holder or intended personnel and good receipting them on the financial system to ensure payment can be made;
- Undertake general financial administration (such as processing orders) where required, ensuring that you comply with Financial Regulations and trust policies and procedures;
- Prepare post for posting, franking letters where necessary;
- Provide general administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, word processing etc
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.
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DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Personal Specification – Receptionist and Admin Assistant		Essential	Desirable
Education and Training			
NVQ 2 or equivalent qualification or experience in Business Administration or other relevant discipline			*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.		*	
Experience			
Previous experience of busy reception areas or administrative offices.			*
Previous experience of working within an educational setting.			*
Previous working knowledge of SIMS.net database			*
An interest in office processes and systems		*	
Willingness to identify and develop own IT skills		*	
Professional Skills			
Communicate effectively verbally, in writing and through IT.		*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others.		*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.		*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.		*	
Basic use of ICT packages		*	
Strong organisational and administrative skills		*	
Good interpersonal skills		*	
Personal Qualities			
Confidence and independence		*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these.		*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.		*	
Good time management skills		*	
Commitment to Equal Opportunities		*	
Willingness to work within the Christian framework of the Trust.		*	
Suitability to work with children. Enhanced DBS check.		*	