



# **BOURNVILLE** SCHOOL

## **RECEPTIONIST** (PART TIME – 2 DAYS PER WEEK)

### **FIXED TERM MATERNITY COVER**

Candidate Information Pack

Job Start Date: December 2019 – July 2020 (Approx)

Closing Date: Midday, Monday, 21<sup>st</sup> October 2019

Interview Date: Thursday, 7<sup>th</sup> November 2019



PART OF THE FAIRFAX MULTI-ACADEMY TRUST





## **10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE**

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

## **WELCOME -** *CEO of the Trust and the Head of Academy*

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Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line.

**Mr. Chris Stevens**  
**CEO | Fairfax Multi-Academy Trust**

## **WELCOME** - *Head of Academy*

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Dear Candidate,

Thank you for your interest in Bournville All Through School. Bournville is a traditional school with a rich history rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.



We are an inclusive school where everyone works together to be the very best they can be. The school is a tolerant community that welcomes all and celebrates diversity.

Our ethos is simple. We expect a lot of our students – we expect them to work very hard to fulfil their potential and reach the highest standards through high quality teaching and caring support. We aim to keep them safe and happy so that they discover and learn new things, and achieve whilst at school. We do all we can to prepare them for the next steps in their education and future quality employment, equipping them to be able to lead a fulfilling and successful life. We aim to provide an outstanding platform for them to be the best they can be.

Our standards are high. We expect all students to wear our full uniform, attend well, behave appropriately and support each other. We expect them to give their best effort and believe that there is dignity in hard work. This is reflected in our school motto, "Everyone. Every Lesson. Every Day."

Our primary provision opened in September 2016 creating the first all through school in South Birmingham. As an all through school we are uniquely placed to offer many benefits to our students. Primary children will be able to access the sort of specialist teaching rarely available in a traditional primary school. They will benefit facilities such as IT, Music, Drama and Modern Foreign Languages. When it comes to transition they will have an established group of friends and be well known to us, their needs will be met and understood enabling them to move into the secondary phase feeling happy and appropriately supported.

We look forward to welcoming you into our family.

Yours sincerely

A handwritten signature in black ink that reads "J Cottle".

**Mrs J Cottle**  
**Head of Academy**

## **CONTEXT** - *Our shared mission and values*

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Our mission and values are clear, consistent and simple to understand. We aim to develop articulate, resilient and ambitious students, regardless of background, with the knowledge, skills and attitudes to excel in modern Britain.

### **Excellence**

*We strive for the highest quality to ensure excellent outcomes.*

### **Dedication**

*We believe there is dignity in hard work and effort.*

### **Ambition**

*We want the very best for all our students.*

### **Integrity**

*We believe in openness and transparency.*

### **Tradition**

*We believe in old fashioned manners, courtesy and respect.*

Bournville is a school with a proud history and distinct tradition. Before Bournville became a comprehensive school in the 1970s it was previously two sibling grammar schools: Bournville Girls Grammar School and Bournville Grammar-Technical School For Boys, previously known as Bournville Boys Technical School. The technical school for boys, the city's first technical school, opened in October 1955. The pioneering technical school later combined with the girls' grammar school on the same site. The boys' school was organised along 'Public School' lines with four houses—Belmont, Griffin, Manor and Woodlands.

There have been a number of changes at Bournville in the intervening years; we became an all through school in September 2016 and said goodbye to our last cohort of sixth form students in July 2017. However, we stay true to our traditions and roots at Bournville –our students wear their blazers and ties with pride. Our three houses, Boulton, Tolkien and Cadbury were named by our pupils who are keen to acknowledge the contributions of their Birmingham forefathers whose literary, engineering and philanthropic legacies are still much in evidence today.

We have a proud musical and sporting history and we are unashamedly ambitious for all our students. Every child that passes through the Bournville gates is a 'Griffinian', following in the footsteps of thousands of 'Old Griffinians' who have walked our schools corridors and succeeded in our classrooms. The Griffin is the symbol of our school and a unifying force in binding us all along our shared mission and values.

As evidence in our recent Ofsted report, Bournville School is rapidly improving and our reputation within the local community is growing. The challenges we face as an academy this year are ensuring that our most able pupils make the progress they are capable of and continuing to narrow the gap for pupil premium students along with improving the attendance of our pupil premium youngsters.



## JOB DESCRIPTION – Receptionist (Part Time – 2 days a week)

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### POST HOLDER

**DEPARTMENT** General Administration

**RESPONSIBLE TO** Administration Manager

**LINE MANAGEMENT OF** N/A

**WORKING HOURS** 15 hours per week

**WORKING PATTERN** Thursday & Friday (8.00am – 4.00pm)  
(with a 30 minute unpaid lunch)

**SALARY** FTE Salary FMAT – SC3 £20,344 - £21,589 per annum  
Actual salary - £7,212.79 - £7,654.19 per annum

**HOLIDAY ENTITLEMENT** Term Time (A paid entitlement of 25 days annual leave and 8 statutory days pro rata are included in the salary)

### JOB PURPOSE

To act as Receptionist in the school office, by providing support for a range of office functions

### MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

- Providing reception and switchboard support to the school
- Providing clerical support to the school's administrative function
- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- Taking telephone calls and delivering messages as appropriate
- Receiving and sorting incoming mail for delivery to appropriate staff
- To sort out registers for 'Give it a Go' (extra curricular activities)
- Recording, stamping/franking and posting outgoing mail
- Supporting with general administration including typing and photocopying
- Assisting with the preparation and maintenance of files and pupils records.
- Ensuring the staff telephone list is kept up to date and distributed.
- Responsible for ensuring that all visitors are made aware of fire alarm procedures and, in the event of a fire alarm ensuring the visitors book is correct and taking a roll call for visitors.

- To ensure reception is covered at all times.
- Deal with deliveries and enquiries from staff, parents, trades people etc.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

## **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Head of Academy may from time to time determine.

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I have read and accept this job description:

NAME:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## PERSON SPECIFICATION RECEPTIONIST

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Intermediate or above qualification in word processing/typing	✓	
Recent experience in an receptionist/administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Experience in using database applications	✓	
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	

Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	