

Application Pack

Receptionist/Admin Support Assistant Childwall Sports & Science Academy

Start Date:	As soon as possible
Closing Date:	8:00am, Monday 31 March 2025
Shortlisting:	Tuesday 01 April 2025
Post Scale:	NJC SCP 2- 3
Salary	£23,656 - £24,027 FTE Pro rata £20,528 - £20,850
Contract Term	Full Time / Term Time plus 5 Days Permanent

HOW TO APPLY

To submit your application please use TES Quick Apply

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”.

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

We Offer

At Lydiate Learning Trust we believe in recruiting talented, capable people and developing them to fulfil their career ambitions so that we Engage, Enable and Empower our young people. We offer:

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| ❖ A future vision map and professional development | ❖ A friendly Trust which looks after the wellbeing of its staff |
| ❖ A highly competitive salary | ❖ Coaching (internal and external to the Trust) |
| ❖ A staff development programme and appropriate CPDL | ❖ A high quality and supportive onboarding programme |
| ❖ Excellent occupational health and employer assistance programme | ❖ A modern and relevant approach to appraisal |
| ❖ Cycle and Technical salary sacrifice scheme | ❖ Annual Flu Jobs |
| ❖ Family friendly policies | ❖ An excellent Pension Scheme |
| ❖ Union recognition | ❖ Personal recognition and reward |

Welcome



CHILDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of Receptionist/Admin Support Officer. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

We are seeking to appoint an inspirational Receptionist/Admin Support Officer who is dynamic, creative and ambitious to join our dedicated administrative team. The successful candidate will demonstrate excellent communication skills, providing a warm welcome to our students, staff and visitors, as well as carrying out a range of administrative duties and the ability to be part of a team.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

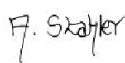
If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,



Ms J E Vincent
Head teacher
Childwall Sports & Science Academy



Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust



Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

Job Description

Receptionist/Admin Support Assistant

Purpose	<p>The receptionist is the first point of call for visitors to the school, parents, staff, and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful, and able to represent the school in a professional and friendly manner.</p> <p>In addition, it is essential that the person for this role is organised, able to multi-task, work flexibly and have a 'can do' approach to work, as no two days are the same.</p> <p>The receptionist is also required to assist the Office Manager with various administrative tasks.</p>
Reporting to	Office Manager
Salary	NJC SCP 2 - 3
Working Time	<p>Full time 37 hours per week/Term time only plus 5 INSET days</p> <ul style="list-style-type: none">• 8:00-4:00pm Monday – Thursday• 8:30-4:00pm Friday

Core Duties	<p>PRINCIPAL RESPONSIBILITY AREAS:</p> <ul style="list-style-type: none">• To be the first point of contact for visitors to the school, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.• To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.• To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the school and DBS information is checked where required and added to the SCR.• Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons. Inclusive of Contact Gateway and Hubspot.• To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.• To receive and sign for all packages and deliveries.• To receive and distribute incoming and outgoing post accordingly. <p>KEY TASKS:</p> <ul style="list-style-type: none">• Support the Data Team by updating the school information system (SIMS) where appropriate (including FSM).• Assist the Pastoral Teams with the arranging of parental and external meetings and room bookings.• Produce lists/information/data as required e.g. pupils' data.• Undertake routine administrative procedures; photocopying, maintenance of admin emails, incoming and outgoing post/mail.• Escort vulnerable students to and from classrooms and assist with the delivery of dropped off items throughout the day.
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- Ensure that stationary stock levels are maintained, list of supplies given to the Office Manager as and when required.
- Any other duties as required by the Office Manager or other members of the Senior Leadership Team.

MAIN DUTIES & RESPONSIBILITIES:

- Monitor the Admin email inbox and direct incoming emails to the relevant staff.
- Regularly update and maintain the school SCR and ParentPay.
- Support Teaching and Pastoral staff with sending messages via Synergy.
- Maintain and manage the Meeting Room Booking System
- Support Student Services where appropriate.
- Support the Attendance Team where appropriate.
- Support with the implementation of all school policies and systems.

GENERAL REQUIREMENTS:

- Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person
- Carry out all duties with regard to the school's policies and codes of conduct.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others.

KEY SKILLS & KNOWLEDGE:

- Knowledge of SIMS is desirable.
- Knowledge of Synergy is desirable.
- Knowledge of ParentPay is desirable.
- Knowledge of working in an administrative environment (phones)

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Receptionist/Admin Support Assistant

Qualifications & Training	
Minimum of Maths and English at grade C or equivalent	E
Experience	
Minimum 2 years' experience in a school office / busy administration department	D
Experience of dealing effectively with the general public	E
Experience of working successfully and co-operating as a member of a team	E
Experience of undertaking a range of administrative tasks	E
Skills/Knowledge/Aptitudes	
Ability to communicate effectively both orally and in writing across a wide range of audiences	E
Ability to complete work to a high standard	E
High standard of accuracy and presentation	E
Have a working knowledge of SIMs	D
Other Requirements	
The ability to work with initiative and to tight deadlines	E
Understanding of the importance of confidentiality and appreciation of the implications of the Data Protection Act and GDPR	E
Show resilience under pressure	E
Have good organisational skills	E
Proactive and innovative approach to work	E
Committed to safeguarding and promoting the welfare of children and young people	E
A commitment to working as part of the whole academy team and supporting the vision and ethos of the academy	E
To be willing to undertake further professional development	E
Committed to the Trust's values	E
Organised and efficient	E