



Receptionist/Admin Support

APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint a Receptionist/Administration Support Officer at our Lever Park Academy. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious Academy Team we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

ADVERT – RECEPTIONIST/ADMIN SUPPORT

Bolton Impact Trust (BIT) are seeking to appoint an enthusiastic and dedicated Receptionist/Admin Support to support our Administration Function of the Academy.

Why you?

- You have experience in working in a busy administration role
- You are highly organised and an effective communicator.
- You are welcoming, highly resilient, adaptable, and personable.

The successful applicant will be enthusiastic, positive, optimistic, flexible and motivated, with personal drive. You will be able to communicate effectively with adults and pupils and have an ability to work as part of a team.

Why choose us?

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to a free Employee Assistance Programme, including counselling, legal and lifestyle support
- We are a growing Multi Academy Trust (MAT)
- Guidance of a supportive and experienced executive leadership team who invest in the development of their teams and the Trust
- Encouragement of further and continued professional development
- Competitive salary
- Free parking at all our academies
- Fantastic Local Government Pension Scheme and continuous service from local government roles

This role is Term Time plus 5 days

To apply, please follow the link and complete an online application form. The link can be found on the vacancies page of our website.

<https://www.boltonimpacttrust.org.uk/join-us/vacancies>

Visits to the Academy are welcome by prior arrangement. Candidates should contact the Academy Lead Mr Matthew Taylor on 01204 332666 or email:

TaylorM@boltonimpacttrust.org.uk

Applications should be submitted by Midnight, Sunday 24th September to Victoria Gavin, Director of Business Operations email gavin@boltonimpacttrust.org.uk

Interviews will be held week commencing the 16th October 2023

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Following shortlisting we will also undertake an online search on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation.

This post is subject to an enhanced DBS check.

Bolton Impact Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

JOB DESCRIPTION

Job Title	Receptionist/ Admin Support
Salary	Grade 3 Term Time Plus 5 days Actual Salary £16,048 - £16,811 (NJC Support Staff Pay Award Pending)
Location	Annex Site Lever Park School Barlow Park Site Located off Dunoon Drive, Smithills Bolton BL1 6QY
Hours of Work	37hrs (<i>Part-time hours will be considered across 5 days</i>) Term time, plus 5 days
Contract	Full time, Permanent
Responsible to	Office Supervisor
Job Purpose:	
Undertake reception duties, including answering the telephone and face to face enquiries and signing in visitors. Completing general administration duties to support the Academy Team.	
Main Duties:	
<p>The duties and responsibilities listed below are indicative of the tasks the Receptionist/Admin Support of BIT will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. Lever Park is a multi-site academy and staff may be required to work at either site.</p> <ul style="list-style-type: none"> • To deliver a front of house services which provides a professional, welcoming first impression to all visitors to the school and Trust. • To ensure that effective safeguarding systems are followed in respect of visitors to the building. • Answer incoming telephone calls, and re-direct as appropriate. • Make outgoing phone calls to parents/carers and other parties as necessary. 	

- Undertake IT based tasks (e.g. word, excel, databases, spreadsheets, Internet, Sims and Every)
- Operate office equipment e.g. computers, photocopiers and scanners.
- To assist, as required, with clerical duties for the main office.
- To comply with all relevant legislation and Academy policy and procedures.
- Undertake and follow specified administrative procedures and processes in a professional manner.
- Participate in training and professional development opportunities as required to fulfil the role.
- To undertake additional duties as required by the Academy Lead.

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PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
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QUALIFICATIONS AND TRAINING

GCSE English & Maths	E	AF
NVQ Level 2 or equivalent in a relevant field	E	AF
Evidence of Continued Professional Development	E	AF
Driving Licence	D	AF/I

EXPERIENCE

Proven track record as an Administrator.	E	AF/I
Experience of working in a customer focussed setting.	E	AF/I
Experience of school administration	D	AF/I
Experience of Finance Procedures	D	AF/I

KNOWLEDGE AND SKILLS

Ability to use MS Office software packages such as Word, Excel and Outlook and bespoke educational software systems.	E	AF/I
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	AF/I
Excellent communication skills both written and oral, with staff and students.	E	AF/I
Good organisational skills, including time management	E	AF/I
Knowledge of child protection regulations.	D	AF/I

PERSONAL ATTRIBUTES

Enthusiasm, commitment, determination.	E	AF/I
The highest expectations of yourself, your staff and students.	E	AF/I
Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate.	E	AF/I
Personal resilience, persistence and perseverance	E	AF/I
Be flexible in response to the needs of the school	E	AF/I
Comfortable working with young people and families with challenging behaviours	E	I
Willingness to work across the trust and share good practice.	E	AF/I