



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Reception Administrator

The Heights Burnley





A message from the Headteacher

Thank you for expressing an interest in the position of Reception Administrator at The Heights, Burnley.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Reception Administrator to join a newly opened school at an exciting stage of its journey.

We are an age 5-16, 150 place alternative provision school in Burnley. The Heights, Burnley is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a 150 place school, part of the Education Partnership Trust (EPT), serving the community of Burnley, Pendle, Rossendale, Hyndburn and The Ribble Valley. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

At The Heights, Burnley, we are proud to provide a safe and inclusive learning environment: promoting positive attitudes and respect. Through instilling our PRIDE values of Perseverance, Respect, Initiative, Drive and Excellence, we aim to nurture our students' character, self-esteem, personal and social development. We are committed to providing the best educational experiences and opportunities for our students. Our vision is to ensure a world class education, addressing social disadvantage where it exists through high expectations and an ambitious curriculum. At the very heart of the school's work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements.

We aim high at The Heights, Burnley and expect high standards of behaviour and academic effort. Every student at The Heights, Burnley is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights, Burnley our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights, Burnley is a successful age 5-16, 150 place alternative provision and over the past three years has achieved the following:

- 96% of our year 11 cohort moved into further education, employment or training.
- 98% of respite students successfully transitioned into their next phase of education.
- Established working relationships with over 40 mainstream schools.
- Established as the 'school of choice' for alternative provision in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact dbury@theheightsburnley.com



N.Lewis
Headteacher



**Education
Partnership
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals



Job Advertisement

Reception Administrator

Hours: 37 hours per week

Weeks Worked: 39 weeks (Term Time Only)

Start Date: ASAP

Salary: SCP 4-5 (£20,328 - £20,668)

The Heights, Burnley wishes to appoint a hardworking, enthusiastic and committed Reception Administrator. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The Job

- To provide receptionist duties under the direction of the Administration Manager & School Business Manager.
- To provide general administrative business support under the direction of the Administration Manager & School Business Manager.
- To contribute to the effective and efficient running of the school.
- To take lead on school transport logistics
- To support the Exams Officer with administration of school exams.
- Assist with basic finance processing under the direction of the School Business Manager.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES Include:

- To undertake routine receptionist/administrative duties in relation to the organisation as and when required
- To provide routine administrative support in relation to the production of specific materials e.g. letters, memos, SEND administration etc.
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- To ensure the reception displays are updated and welcoming to the school.
- To undertake duties in connection with parent mail.



- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Responsible for the accuracy and information published on the school website pages
- Take lead on the input of new student data, detailing SLT & the school SENCO of relevant information
- Support the attendance officer with administration of student absence and liaise with mainstream schools where required
- To lead on school transport logistics which involves dealing with third party suppliers, mainstream schools, parents & students
- Administer the school's student rewards scheme (weekly)
- Arrange orderly and secure storage of supplies
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
- To undertake personal development through training and other learning activities including performance management, as required.
- Signpost staff, pupils and others in order to receive general advice and guidance
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Amongst the many benefits of working within the Trust you will receive:

- Employee cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing

Closing date: 27th February 2024

Interview date: w/c 04th March 2024



Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars.

The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

PERSON SPECIFICATION

Job Title:	Reception Administrator
Reports to:	School Business Manager
Grade:	SCP 4-5
Hours:	Term time (39 weeks)

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App For m	Interview /Task
QUALIFICATIONS				
1.	Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs including Maths and English	E	√	
EXPERIENCE, KNOWLEDGE & SKILLS				
2.	Experience of working in a team	E	√	√
3.	Organised approach to work in relation to file and record keeping	E	√	√
4.	MS-Word & MS Excel knowledge	E	√	√
5.	MS-Access & MS-Outlook knowledge	E	√	√
6.	Able to produce written communications which are readily understood	E	√	√
7.	Good communication, literacy and numeracy skills	E	√	√
INTERPERSONAL SKILLS				
8.	Knowledge of Equal Opportunities	E	√	√
9.	Ability to research information from relevant sources and present clearly	E	√	√
MOTIVATION & PERSONAL SKILLS				
10.	Willing to develop knowledge and experience	E	√	√
11.	Flexible approach to changing work tasks	E	√	√



Contact

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An Education Partnership Trust School