



Weldon
Village
Academy

RECEPTIONIST(with Library cover)

Recruitment Pack



Principal: Mr Matt Norris

Weldon Village Academy

Oundle Road

Weldon

Northamptonshire

NN17 3GE

Email: enquiries@weldonva.org

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Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.
- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems.

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 30 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 13 secondary schools and 3 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.

A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

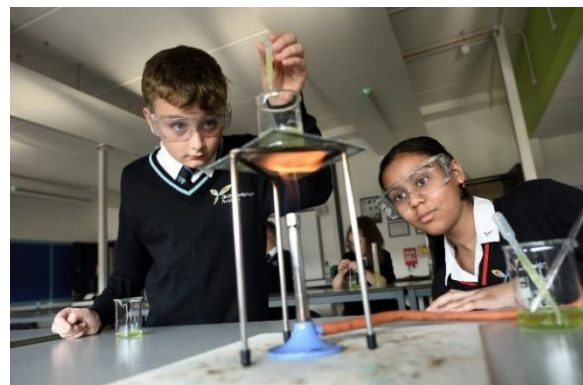
We are currently a family of 30 academies (including 14 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, six 11-16 schools and five 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff

throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping

them with the values, attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality
Learning
Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of
Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the
Boundaries of
Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement
for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

Welcome from Principal,

Matt Norris



Thank you for taking an interest in our post. We wish to recruit a Receptionist (with Library cover).

The role is to provide an effective reception area for the academy and also to open and supervise the library for students at break and lunch times.

The successful candidate will understand the importance of effective public relations and be able to manage the varied comings and goings of a growing secondary school. They will also be good communicators with children, self-motivated and disciplined, able to make best use of time and to balance the

demands of both reception work and library supervision. The successful candidate will have the rare opportunity to build something incredible alongside a small but dedicated and friendly team.

I am determined that Weldon Village Academy will continue to be an inspiring place for young people to learn but also a stimulating, engaging and rewarding place for staff. I value staff time and am committed to supporting the wellbeing and work/life balance of staff. Our school is already building a reputation of excellence and opportunity as the school of first choice within its catchment. I hope you can see the tremendous opportunity that this role offers and welcome informal conversations ahead of potential applications.

I hope that when you have considered the information provided in the information pack and on the TES microsite, and visited our [website](#), that you will make an application for this very important post.

If you would like an informal discussion or further information about the role, please email my PA, Leanne Turbett, (lturbett@weldonva.org).

I look forward to hearing from you.



Weldon
Village
Academy

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

8am Tuesday 2nd July 2024

We reserve the right to close the advert early if a suitable candidate is found. Early applications are encouraged.

Interviews:

Monday 8th July 2024

Applying:

For any questions about the application process please contact:

Leanne Turbett, PA to Principal

lturbett@weldonva.org

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

The Role

Weldon Village Academy is seeking to appoint an enthusiastic Receptionist (with Library cover)

We are seeking to appoint an enthusiastic, independent and motivated Receptionist (with Library cover) to join our brand-new school, which opened in September 2023. This is a unique opportunity to play a key part in instilling the virtues and values that will permeate Weldon Village Academy for decades to come; to get it right from day one. We will only have Year 7 in our initial intake but will eventually run a vertical tutoring model with six houses, including a 6th form house.

The role is twofold: to provide high-quality customer service for a busy reception area by dealing with all visitors and callers to the academy in a professional manner and providing assistance, directions and information as required. You will also be required to make the library a warm, welcoming and calm space for students at break and lunch. The library has not previously been open at social times, so you would have the chance to formulate and develop systems to help make the library an effective, useful and inspiring place.

The successful candidate will be committed to ensuring that the public face of Weldon Village Academy is a friendly, helpful one, and will also be driven and independent; able to recognise when to prioritise the different elements of the job. The successful candidate will become a full part of the vibrant life of Weldon Village Academy and will model the values and ethos of our school.

Weldon Village Academy will be at the heart of the community and a school where every child is known, valued and supported, values intrinsic to Meridian Trust Schools.

JOB DESCRIPTION

Job Title:	Receptionist
School/Academy:	Weldon Village Academy
Weeks:	Term Time Only plus 5 days (39 Weeks)
Hours of work:	37 Hours (Monday to Thursday 8.30am-4.30pm and Friday 8.30am-4pm)
Salary:	Grade 4 to 5 £19,588 – £20,930 (Actual Annual Salary)
Responsible to:	Principal's PA

Role:	To provide an effective reception area for the school and provide an effective Library service.
Purpose of job:	<p>To provide high-quality customer service for a busy reception area by dealing with all visitors and callers to the school in a professional manner and providing assistance, directions and information as required.</p> <p>Library - To develop the provision of library services for students and staff; to provide an effective resource and information service.</p>

Responsibilities and Accountabilities:

Reception:

- Ensure an efficient reception service by dealing with all visitors in a prompt and friendly manner, recording the visit in line with safeguarding and security procedures
- Operate the Academy's telephone system effectively by transferring calls, taking messages and identifying issues that can be dealt with by reception
- Provide assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Ensure that students who are late or leave the school site during the day are recorded, informing staff and parents as necessary
- Undertake First Aid training and respond as required to First Aid issues across the Academy. Provide administrative support in a medical emergency including calling for the ambulance and relaying information as needed
- Open, sort and log incoming mail and distribute as necessary
- Manage the reception email inbox forwarding messages as appropriate
- Communicate to parents via an appropriate platform – parent mail etc
- Maintain the reception area, interview room and entrance. Ensuring that the areas are in a clean, tidy, and attractive condition

- Ensure deliveries are not left in reception for extended periods of time and in view of the public
- Ensure the display boards in reception and the immediate area are kept up to date and in good order
- Review and ensure sufficient stocks are maintained for all leaflets held in reception
- Organise the student receptionists including recruitment and training
- Undertake and participate in any special projects which may be initiated by the Academy from time to time, for example, open evenings, parents' evenings, and award events
- Assist with general administrative duties as required from time to time, including photocopying, typing, printing, laminating, and printing
- Comply with data protection requirements and maintain confidentiality
- Undertaking and participating in any training as and when required

Library:

- Develop the provision of library service for students and staff
- Responsibility for the control of library materials and the efficient use of the library as a learning resource centre
- Ensure that staff and students are aware of the services available and encourage maximum use of the library's resources
- Select and purchase library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff, utilising an appropriate range of suppliers
- Organise the cataloguing and indexing of the library's resources and resources located elsewhere in the school, in all formats, as required. This should ensure that access to and retrieval of material and information is as efficient as possible
- Manage the day-to-day organisation of the library, including the supervision of routine clerical duties such as filing, shelving, issue, and recovery systems
- Promote a positive learning environment within the library, supervising students at library opening times.
- Ensure that book stocks are carefully monitored

Support to the School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

- Hours authorised by the school more than full-time hours will be paid at the overtime rate

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and in under GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Person Specification: Receptionist	<p>Assessment Key:</p> <p>A = Application Form</p> <p>I = Interview</p>
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Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of customer interface	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, and Email. With training, use the school management information system	✓		A/I
The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I



Ability to always remain calm and professional	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I



A Great Place to Work



We care passionately about our staff, their well-being and professional development and this is reflected in the fact that we are an enthusiastic team committed to working collaboratively and sharing the very best practice.

We can offer:

- a strong team environment that takes staff well-being seriously;
- a dedicated Senior Leadership Team who want to see staff progress and flourish in their career;
- an active teaching and learning research and development group;
- a post with the potential for future progression both within this role and the wider trust;
- support from the wider trust including numerous CPD opportunities;
- a full induction programme alongside weekly training sessions and staff meetings to ensure effective communication;
- a school with a passionate commitment to staff development;
- Employee Assistance Programme to help support you in everyday life as well as career decisions;
- free on-site parking.

About Us

Weldon Village Academy will be the thirteenth secondary school in Meridian Trust and will grow to become a school of 1500 students, including a 6th form of 300. Situated in a new and growing housing estate in Weldon, approximately 2.5 miles from Corby town centre, it will be one of the most technologically advanced schools in the country. The school will be fully built upon opening, rather than a modular build, with excellent sporting facilities including a full-sized sports hall. We are excited to begin this new journey for the trust and the young people of Weldon and the surrounding area, and hope that you will apply to join us on this unique journey.

Weldon is a suburban village and civil parish on the eastern outskirts of Corby, Northamptonshire. The village is listed in the Domesday Book as 'Weledene', in the Colby Hundred. In 2001 the parish's population was 1,644 people, increasing to 2,099 in the 2011 Census. Weldon is growing at a rapid speed with the arrival of the new building developments 'Weldon Park', 'Winchelsea Gate' as well as 'Priors Hall' located on the outskirts of the village.



There are regular bus services from Weldon to Corby and further afield (X4 Milton Keynes – Peterborough – Milton Keynes).

Corby lies to the north of Northamptonshire and is the 11th smallest local authority in the UK, it covers 31 square miles and is situated in the heart of England with excellent road links via the A14 to the M1, M6 and A1, together with a direct passenger rail service to London. Corby has been named as the fastest growing borough outside of London, with a population (standing at 72,200 in 2019 according to Nomis) which is expected to continue increasing as the borough continues to grow.

The town was at one time known for its steelworks. Recently, Corby has undergone a large regeneration process with the opening of Corby railway station and Corby International Pool in 2009 and the Corby Cube building in 2010.

Safeguarding

Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process. Weldon Village Academy is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the school follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below.

Disclosure: All applicants for employment are required to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions Except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on the school website. If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

Shortlisting: Only those candidates meeting the person specification criteria will be taken forward to interview. NB: CVs are not accepted.

Interview: Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

Reference checking: References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.



Probation: All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students. The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.