

Success Academy Trust



JOB APPLICATION PACK

Thomas Estley Community College



Station Road
Broughton Astley,
Leicestershire, LE9 6PT

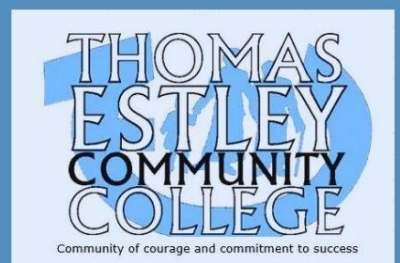


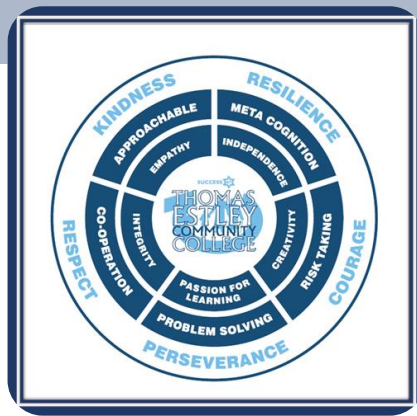
01455 283 263



thomasestley.org.uk

APPLY NOW





Community of Courage & Commitment to Success

Aiming to achieve our best.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

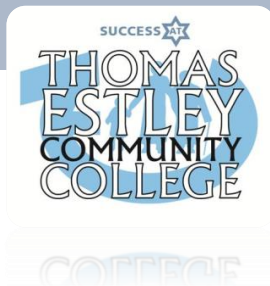
Reaching out for opportunities to **lead and encourage others**.

Making **a positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.



Dear Applicant

Job Role: Reception and Attendance Administrator

Term Time – Permanent

Commencing August 2024

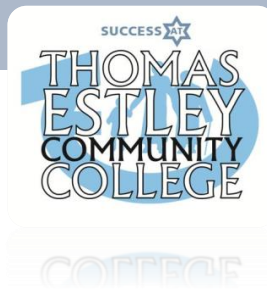
Thank you for your interest in this post, at the Community College and lead school in the Thomas Estley Learning Alliance. Please find below some information regarding the college and this post. You will also find extra information on our college website at www.thomasestley.org.uk. We hope that you will find the information of value in considering and, if appropriate, making your application. For further information or an informal chat, please email PAtothePrincipal@thomasestley.org.uk.

Thomas Estley Community College is a thriving, well-established Leicestershire 11-16 Community College, with around 900 students on roll, and very strong links with primary and secondary partners. We are the secondary school within success Academy Trust (including one secondary school, three primary schools and a preschool) and the lead school in TELA – Thomas Estley Learning Alliance, which currently comprises over 30 local schools. We lead local NPQ provision on behalf of Leicester and Leicestershire teaching School Hub and are a satellite secondary SCITT base.

The College is strongly committed in principle and practice to its role as a Community College, including adult learning, before and after school clubs and an onsite preschool and primary aged out of school club. We are proud to have received many awards for excellent practice, we regularly welcome local and, national visitors, and our practice in leading training, from Initial Teacher Training to middle and senior leadership level, is well embedded. One of our main foci as a college and a Trust is leadership and character development, as we commit to 'Build Leadership and Character Together', and we prioritise a leadership curriculum and enhancement programmes for both students and staff in order to grow a community of present and future leaders.

We have an inclusive provision, also comprising a communication and interaction unit to support our young people, The Oaks at Thomas Estley, and we regard ourselves as the Thomas Estley family, including our students and our staff.

Registered in England – Company No: 8135389 VAT Reg: 153227431
College Principal: Mandi Collins - College Manager: Richard Wheller



Applications to the College

If you are interested in an opportunity to work with us through this exciting period of growth and innovation along the lines outlined in the enclosed details, then we look forward to receiving your application. This post is subject to enhanced disclosure from the Criminal Records Bureau.

Your application should include a completed form and a letter of application (no more than three sides of A4 please) with the names and addresses of two current professional referees. Please ensure that your letter matches your philosophy, practice and experience to the items in the job and person specification. Application forms can be found on our website www.thomasestley.org.uk.

We look forward to receiving your application. **Please note the closing date for applications is Friday 12th July at 12.00 noon. Applications via email to hr@thomasestley.org.uk.**

Yours sincerely

Mandi Collins, Principal

Featuring additional entitlement to our ‘Three Steps to Success’ for all our Success Academy Trust staff...



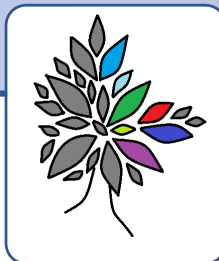
ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS
APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE
AND EXPERIENCE



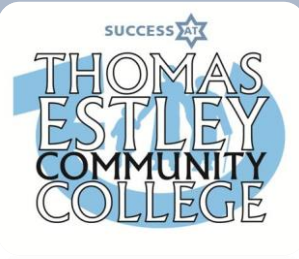
TALENT MANAGEMENT DEVELOPMENT ROUTES
WITHIN THE TRUST WITH A PERSONALISED CAREER
PLAN



WELLBEING FOR SUCCESS – OUR OWN PERSONAL
WELLBEING AND SUPPORT PACKAGE TO HELP YOU
FLOURISH



Please visit [Success Academy Trust](https://www.successat.org.uk) to view 'Who we are'



Job Title: Reception and Attendance Administrator

Grade: Local Government Pay Scale 5 – £23,118 – £23,505 FTE (Actual £19,384 - £19,708)

Hours: 36.25 hours per week worked between 8:45am – 4:30pm

Responsible to: Reception Manager

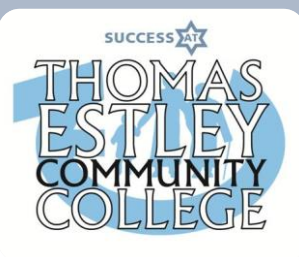
Key relationships with: Other Reception and Office staff, College Manager, other SLT members, teaching and Support staff, Trust staff, College members, pupils Parents, local community.

Job purpose:

A contribution to the provision of a comprehensive and seamless support service to the College which improves pupil outcomes and learning.

A RECEPTION

- To support the Reception Manager with general Reception duties
- Safeguarding duties in relation to control of visitors/contractors on site
- Reception desk and telephone cover/ email of messages as required
- Assist in maintenance of College Central diaries recording daytime room bookings
- Ad hoc sale of College Dress ties
- Franking and sending of post/distribution of delivered mail (
- Act as one of the College's first aiders (training would be given)
- College reprographic duties
- Sending out of parental communication as required



Job Title: Reception and Attendance Administrator

B ATTENDANCE ADMIN

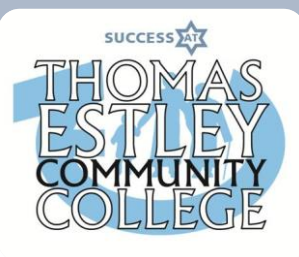
- To organise and manage a comprehensive and high quality attendance and punctuality system for registration groups and classes.
- To manage day-to-day operations of the attendance and punctuality system.
- To liaise with staff, students, parents and authority personnel on matters relating to attendance and punctuality matters, in particular any Persistent Absentee students.
- To encourage all staff to consistently adopt the attendance and punctuality policies.
- To provide accurate and timely monitoring reports as requested.

C GENERAL

Undertake duties elsewhere within the Support Team as required, such other duties as required commensurate with the grade of the post

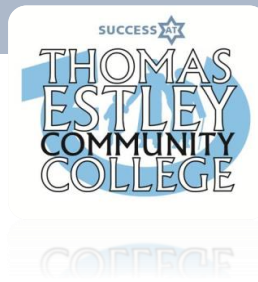
This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact, the makeup and emphasis of duties will be one area covered in annual review of the post and rewritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

It is vital to the ethos of the Support Team that the postholder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the Team and treats co-operation and support for colleagues as a top priority.



Job Title: Reception and Attendance Administrator

	Essential	Desirable
<u>Qualifications</u> Relevant Administration NVQ or equivalent English and Maths GCSE C/4 or above or equivalent		✓
<u>Experience</u> Experience in similar administration/reception role Worked within a school environment	✓	✓
<u>Knowledge</u> High standard of IT skills including software packages (e.g. Microsoft Office)	✓	
<u>Skills and Competencies</u> Communication skills Reliability Ability to maintain confidentiality Empathy in difficult situations and ability to agree appropriate outcomes	✓ ✓ ✓ ✓	
<u>Other Requirements</u> An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations. Have a good attendance record Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 Must be eligible to work in the UK As this job is designated as a 'regulated activity' an enhanced DBS with barred list check is essential.	✓ ✓ ✓ ✓ ✓	



All **Thomas Estley Community College** employees are expected to promote and safeguard the welfare of students at this school.

The job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed.

Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

