



# **Ridgewood School Recruitment Pack**

**Position:  
Receptionist**

Prepare for the road ahead

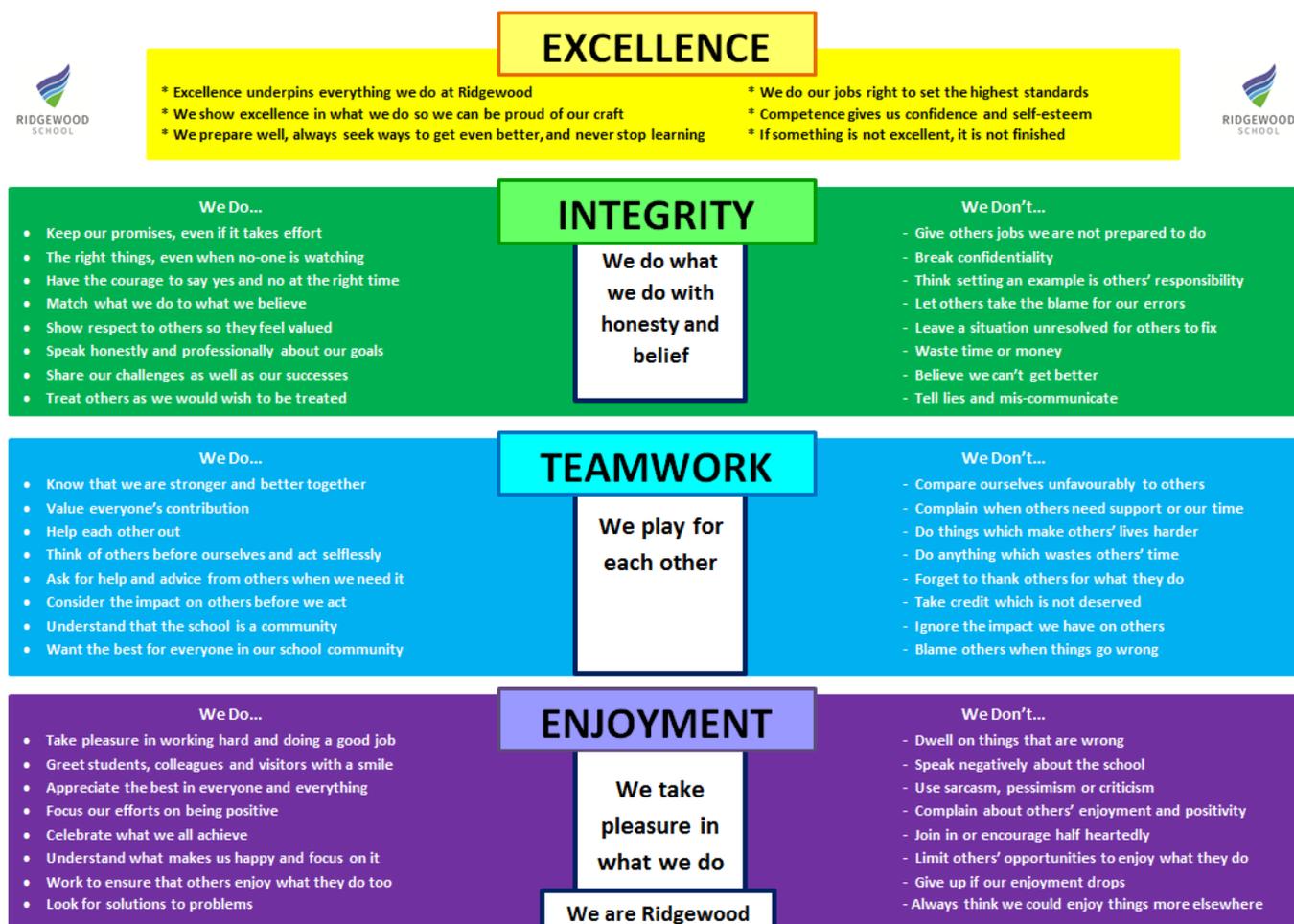
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# Ridgewood School – Values and Ethos

## Our Values

We educate the whole child. Ridgewood School seeks to provide all its students with the opportunities and support which enable them to achieve and exceed their potential, not only in terms of academic achievement, but as a valuable member of the school community, and of the wider society beyond.



## Ethos and Aims

- To raise the aspirations of students so they desire to achieve and exceed targets set for them, both within and beyond the classroom
- To engender a sense of collaborative purpose, so students and staff work together to achieve their best
- To care for students as individuals and to respect their talents, aspirations, strengths and unique qualities
- To provide opportunities for students to be engaged, interested and challenged by what they do and learn, every day
- To continually strive for improvement in all areas, through hard work, resilience and determination

## Letter from theHeadteacher

Dear applicant,

Thank you for showing an interest in this post and for considering Ridgewood School for the next stage of your career.

I have been at the school for a little over a year. Despite the obvious challenges that have faced us in the past twelve months, I have found Ridgewood School to be the most rewarding place to work. The staff, students and wider community have been incredible to work with and I am confident that the successful candidate will receive the same warm welcome.

Never has there been a better time to join us. We are in the early stages of planning a multi-million pound new build that will ensure that the staff and students benefit from 21<sup>st</sup> Century resources. We are regularly oversubscribed in Year 7 and our Post-16 provision is thriving. For an informal conversation with me about the school or the role, or for a visit, please use the 'Contact Us' facility on our website.

Yours faithfully,

Andy Peirson

Headteacher  
Ridgewood School

## About Ridgewood School

“We want every student who leaves Ridgewood School to aspire to achieve beyond what they thought they could do when they first started with us. Our core values emphasise high standards, pride in everything we do, and working together as school community to achieve the best, both inside and beyond the classroom. Nobody at Ridgewood settles for second best. It is important to us that our students not only achieve great results, but develop as people who are ready to meet any challenges they face in the future with confidence and self-assurance. We want to give our students opportunities that let them grow both intellectually and personally, and enable them to develop their own unique characters. Students at Ridgewood are given the means to contribute to both our school community and the wider community beyond. We educate the whole child so that students immerse themselves wholeheartedly in school life, and leave with a desire to contribute to society.

We offer our students an environment in which they can flourish, and see the results of their own hard work pay off. With the help of our dedicated staff, they can prepare for the road ahead and begin their journey into adult life equipped with the skills they need to ensure a happy and successful future.”

– Maggie Dunn, Headteacher



## Training and Development Opportunities

At Ridgewood, we believe that the effective training, support and development of our staff enables them to be the best they can be, and to give our students an exceptional teaching experience. Ridgewood offers its staff bespoke packages which are tailored to their career point and path, and which encourage them to become reflective, enthusiastic and expert practitioners.

Our CPD is varied and matched to the needs of our staff, both teaching and associate. Teaching staff engage in whole school training in teaching and learning, understanding our school systems and quality assuring data, as well as benefitting from our bespoke coaching programme.

At Ridgewood, we also value a variety of forms of CPD. Training, coaching, shadowing of roles, one-to-one support, and project-based development can be organised in order to support staff to develop effectively in their jobs, and to understand how to make the next step in their career.



## Our Curriculum



Our academic curriculum aims to offer students of all abilities and talents an opportunity to develop their knowledge and skills across a wide variety of subjects. We are committed to providing a curriculum which is challenging yet accessible, and which fosters a love of learning, as well as enabling students to achieve success in exams and assessments. Students follow a two-week timetable in order to maximise learning time. We regularly review our curriculum, to ensure that the needs of all our students are being met. More details of each subject can be found on our website.



## Our Enrichment Opportunities

Because we value a rounded education, our students have access to an extremely wide range of extra-curricular opportunities and trips. We firmly believe that students get out of school what they put in to it, so we encourage our students of all ages to get actively involved in the many clubs on offer.



### Trips

Experiencing 'real world' versions of what students are taught in a classroom helps embed learning and broaden students' knowledge and understanding. For example, our Engineering students get to see how engineers work on a massive scale, and visit companies such as TATA Steel to witness first-hand the theory they learn in class. Other subject-based field trips include performing arts students visiting Doncaster's CAST theatre and watching a live performance of *The Woman in Black*, as well as taking part in the iSing event and the band competition Stage Invasion.

Outside lessons, students get to travel both nationally and internationally. In October 2019, a group of students are going to New York to experience all the city has to offer. In summer 2018, students made a once-in-a-lifetime trip to Tanzania. Closer to home, summer 2019 saw 72 Year 11 students take part in the National Citizenship Programme where they spent three weeks involved in adventure pursuits, social action planning and volunteering in the community.

Sixth Form students are also heavily involved in enrichment, and won the prestigious Helena Kennedy Debate Competition held at Sheffield Hallam University this year.



## Clubs

Within school, there are over thirty clubs that students can join. These range from those aimed at students who enjoy sport (badminton, hockey, rugby, football, netball, basketball, table tennis and zumba) to those for our aspiring businessmen and women, including the established Young Enterprise Scheme. We also submit entries to the Connections Competition, a high profile National Theatre competition, and the South Yorkshire Road Safety competition, which we won for two years in a row. This year we are focusing on 'New Views'.

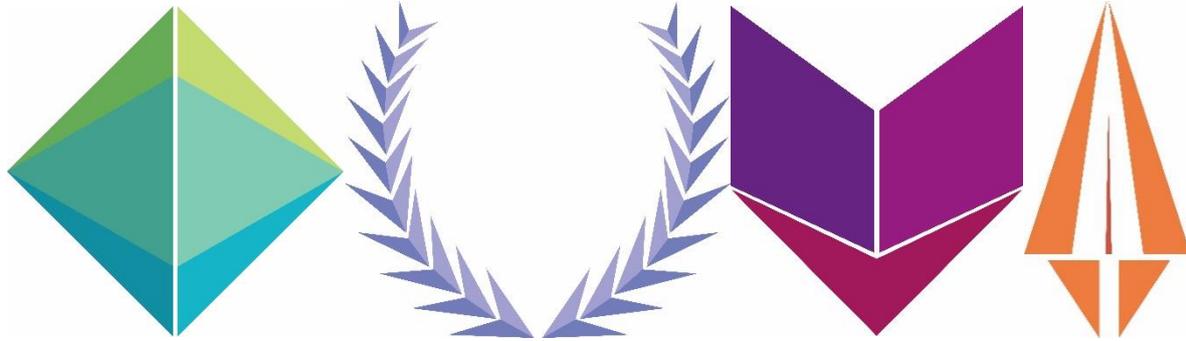
Examples of clubs on offer include:

- Elite band
- Guitar choir
- Athletics
- Book club
- Basketball
- Code club
- Table tennis
- Netball
- Duke of Edinburgh Award
- Zumba
- Cheerleading
- Science club
- Football
- Rugby
- Art
- French film club

To support academic progress, there are also revision sessions which run alongside the enrichment programme.

## Our House System

Our house system is all about ensuring that students become well-rounded individuals who contribute and get involved, whatever their talent or passion. It provides every student in the school with a plethora of opportunities to engage in competitions, support and mentor others, represent the school in a range of activities, and learn what it means to be part of a community. We are extremely proud of our house system.



When students arrive at Ridgewood, they are assigned to one of four houses: Imperatrix, Voltigeur, Ambidexter or Margrave. These houses reflect both our geographical location in Doncaster, and the history of the area.



## Our unique student reward system ALTUS

The Latin word 'altus' means high, noble or profound. We thought this was an appropriate way to describe the students who achieve this status at Ridgewood, and so we developed the Altus reward scheme in order to recognise outstanding effort and attitude. As well as having a Latin meaning, we have also attributed the qualities of our Altus students to each letter of the word:

A is for attitude  
L is for leadership  
T is for teamwork  
U is for understanding  
S is for success

After each round of Creating Futures data has been entered and distributed to students and their parents, those students who display a 'Motivated' or 'Outstanding' attitude in all their subjects, will be rewarded with an Altus badge in a special Altus assembly.

## Behaviour for Learning

Our Behaviour for Learning policy (BfL) ensures that students are able to learn and work without distractions, and that praise is at the forefront of every lesson. It has four simple rules which students must follow:

- Remain on-task at all times
- Remain silent when the teacher is talking
- Speak to other people in a pleasant way
- Do not touch another student

Those students who do not follow these rules will receive consequences which may lead to an after school detention if the rules are consistently broken. Students who follow the rules will receive praise from their teachers, and will be eligible for the Altus reward system. We strive to create an environment where teachers can teach, and students can learn.



## Sixth Form

Our Sixth Form students have a consistently impressive track record of securing places at their first choice universities and on prestigious higher apprenticeships.

### Facilities

We have excellent facilities, many of which are uniquely available to our Sixth Form students in our Faraday Sixth Form Centre.

- A purpose built Sixth Form Centre which includes subject-specific classrooms
- Purpose built Science and STEM laboratories
- Resource centres housing key texts, journals and access to bookable equipment such as tablets and digital cameras
- Several IT suites
- A 200-seat, multi-use auditorium
- A mix of study and social spaces
- A café

As well as the facilities in the Sixth Form Centre, students have access to main school facilities.

- A gymnasium, a full sized sports hall, a fitness room, three 5-side football pitches, one 9-side football pitch, two 11-side football pitches, one full sized rugby pitch and recently refurbished multi-purpose courts.
- An iMac suite featuring 26 iMacs with MIDI keyboards with Sibelius, Garage Band and Logic Pro X software
- Six fully restored music practice rooms (benefitting from an electric drum kit, keyboard, guitar, bass, microphone and multi-channel amp)
- Laser cutters, 3D printers, CNC Milling machines, and a range of state of the art engineering facilities
- A kiln for clay work
- Validus, a dedicated wellbeing centre equipped to meet the needs of all our young people



## **Activities and Events**

### **Duke of Edinburgh Gold Award**

A highly prestigious, nationally recognised qualification offered to all Sixth Form students, DofE enables students to develop a vast range of skills, both physical and mental, and they are supported by specialist, highly trained staff.

### **Young Enterprise**

Students involved with the Young Enterprise programme at Ridgewood have won almost 40 awards in just four years. The programme provides students with the opportunity to run their own business, source finance, manufacture a product and sell it to members of the public.

### **Sports Leaders Award Level 3**

For those studying PE at Sixth Form, there is an opportunity to take part in the Sports Leaders Award programme. As part of this scheme, students have the opportunity to lead on a particular area of sport, and to design and deliver sessions to others to help improve fitness.

### **National Citizens Service (NCS)**

Ridgewood School is proud of having formed an exciting partnership with the Doncaster Rovers Club Foundation in order to provide students with opportunities to take part in the NCS programme. Students complete the scheme during the summer holidays and spend two weeks away from home; the first week involves a residential activity and the second week is spent volunteering within local charities.

### **Camps International**

A group of students recently participated in an exciting once-in-a-lifetime trip to Tanzania, co-ordinated by Camps International. As part of the programme, students volunteered for two weeks within a Tanzanian village, helping to develop vital infrastructure including schools, medical centres and houses. They spent a further week taking part in a PADI scuba diving course, leading to their first PADI qualification.

### **Internships**

Students in Year 12 complete a week-long internship within a professional working environment and we are fortunate to have access to a wide range of internship providers. We work closely with our students at all stages of the process to ensure that they are matched to the appropriate internship placement.

The internship scheme truly enables students to expand their horizons, experience a taste of the careers they wish to pursue and in some cases, provide opportunities for a taste of independent living. Vital relationships have been developed as a direct result of internships, particularly in the field of medicine. Students are not confined to the local area for their placements, and some have taken this chance to complete placements in France and Spain. As well as providing a unique window into a potential future career, the scheme has also allowed students to establish key contacts and points of reference that they can use throughout their careers.

# Wellbeing Centre

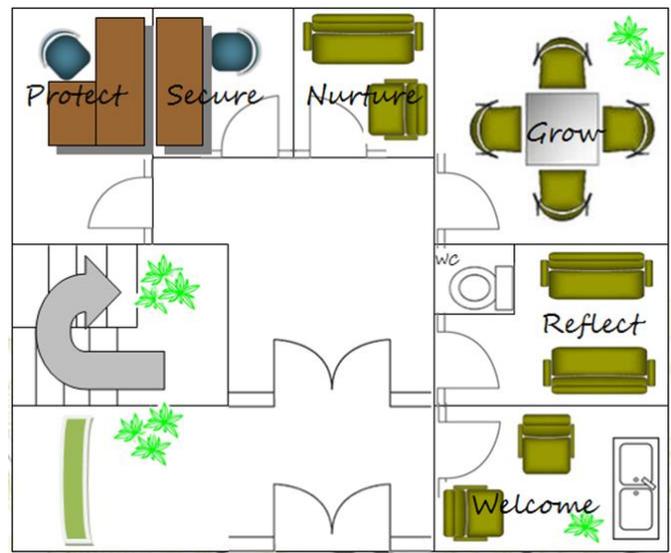
We are extremely proud to be able to offer our staff and students a dedicated wellbeing centre equipped to meet the needs of all our young people and staff.

The wellbeing centre provides a programme of holistic support, including qualified counselling support, professional and targeted support for young people experiencing issues, and specialist support for those pupil experiencing stress, anxiety, depression and low mood. It also raises the profile of wellbeing for all young people and staff and effectively supports our wider school teams. This outstanding facility enables us to effectively coordinate safeguarding, child protection, welfare and health concerns through one central hub and to provide opportunities for working with families and the wider community. It is also an appropriate and confidential venue for external agency workers working with young people and their families in school.

Each room in the wellbeing centre has a dedicated purpose designed to meet young people's specific needs.

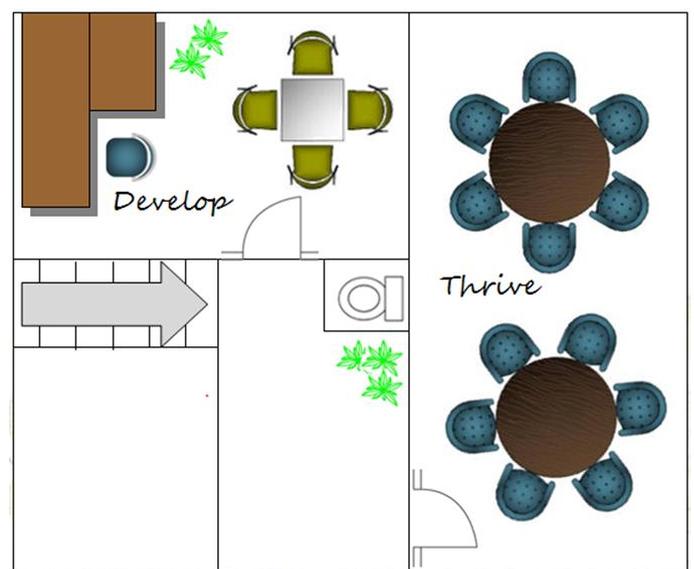
## GROUND FLOOR

- Protect*: safeguarding officer base
- Secure*: administrative base
- Nurture*: individual safe space
- Grow*: multi agency base/workshop room
- Reflect*: counselling room



## FIRST FLOOR

- Thrive*: large workshop space and programme room
- Develop*: strategy and safeguarding/inclusion and SEND clinics



# Job Description

**RESPONSIBLE TO:** PA to Headteacher

**RESPONSIBLE FOR:**

To provide an effective reception area for the school.

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.

All employees contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to appropriate Child Protection Procedures.

**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties**

- Ensure an efficient reception service by dealing with all visitors in a prompt and friendly manner.
- Operate the School'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 have followed the signing out procedure.
- Manage the reception email inbox and send out the daily notices each day.
- Maintain the reception area and entrance. Ensuring that the areas are in a clean, tidy, and attractive condition.
- Contact the site team for any deliveries and ensure deliveries are not left in reception for extended periods of time.
- Ensure the display board in reception is switched on each day.
- Review and ensure sufficient stocks are maintained for all leaflets held in reception.
- Assist with general administrative duties as required from time to time.
- Comply with data protection requirements and maintain confidentiality.
- Undertaking and participating in any training as and when required.
- Participate in staff events by arrangement.
- Attend relevant and/or staff meetings as needed.
- Develop and keep effective working relationships with other staff and parents/carers.
- Follow school policies, practices, and procedures.
- The academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background, and academic ability and expects all staff to share this responsibility.
- Act in accordance with legal provisions regulating confidentiality and security of data and under GDPR regulations
- The post holder will have a shared responsibility for the safeguarding of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

## **Miscellaneous**

- To participate in personal annual review process.
- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To undertake such other reasonable tasks that the Headteacher may from time to time reasonably request.

**Hours of work to be 37 hours per week term time only. Daily hours to cover the school working day.**

This job role sits alongside the requirement for staff to abide by all school policies and relevant national and local requirements including terms and conditions and national standards. This job profile is not exhaustive and the post holder may be required to undertake other duties as necessary and appropriate.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**

## PERSON SPECIFICATION

Essential	Desirable	How Identified
<p><b>Education, Qualifications</b></p> <ul style="list-style-type: none"> <li>• 5 x GCSEs inc English and Maths grade C or above (or equivalent)</li> <li>• Willingness to obtain and/or enhance qualifications and training for development in post.</li> </ul>		<p>Application Form Certificates Interview</p>
<p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of producing documents, spreadsheets and presentations to a high standard.</li> <li>• Experience of working in a customer service type role.</li> <li>• Experience working in an administrative position.</li> <li>• Experience of using IT to a high level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students.</li> </ul>	<p>Application form Interview References</p>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Understanding of the administration requirements of a school.</li> <li>• Knowledge of Data Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of school based computer systems and Microsoft Office</li> </ul>	<p>Application form Interview References</p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Able to work in and adapt to a fast-paced, changing environment.</li> <li>• Able to problem solve and develop solutions.</li> <li>• Effective time management skills and able to take responsibility for workload and prioritising of tasks.</li> <li>• Ability to handle confidential information.</li> <li>• Able to work collaboratively with others.</li> <li>• Able to communicate clearly and confidently using a range of channels.</li> <li>• Able to build strong relationships and networks with stakeholders.</li> <li>• High level IT skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• Able to show attention to detail, accuracy in all tasks.</li> </ul>		<p>Application form Interview References</p>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate a positive attitude, professionalism, passion, energy and a willingness to support all customers and stakeholders.</li> <li>• Demonstrate integrity, fairness and consistency in all working practices.</li> <li>• Motivated and committed to continuous improvement.</li> </ul>		<p>Application form Interview References</p>
<p><b>Physical Attributes</b> As assessed and advised by Occupational Health</p>		<p>Medical Questionnaire Medical appt if required</p>

**The post is subject to a satisfactory record check being undertaken by the Disclosure & Barring Service**

# Job Advert

**Job title:** RECEPTIONIST  
**Salary:** Grade 5 (Actual Salary £17,952 - £18,612)  
**37 hours per week term time only**  
**To start:** As soon as possible after appointment

## *What makes Ridgewood School special?*

At Ridgewood School we are extremely proud of our school and the high quality of education that we provide, including our popular and highly successful Sixth Form. Our school motto, 'Prepare for the road ahead,' represents our belief in preparing our students for their future, not only in terms of academic achievement, but also in terms of the training, enrichment and experiences which will enable them to become model citizens and responsible members of the community. Our school values: Respect-Responsibility-Resilience, underpin what we do every day and contribute to our ethos in everything we undertake as a school community. Having recently (December 2022) achieved an Ofsted 'Good' rating in all categories, we are committed to this trajectory of success for our students as we aspire to move from 'Good to Great.' As part of this journey, in July 2023, we joined Leger Education Trust and look forward to collaborating with other schools within the trust to develop both our students and staff and be the very best that we can be.

We are looking to appoint a friendly and adaptable Receptionist to provide high quality customer service and a welcoming environment for visitors and all members of the school community. The successful candidate will be confident and enthusiastic and be able to demonstrate a high level of confidentiality.

## *Why is the role of Receptionist right for you?*

We are committed to offering the staff who work at Ridgewood every opportunity to become the best they can be. Our training packages, for staff at all stages of their careers, are second to none. As well as our whole school and departmental training, we also offer a personalised coaching programme, NPQs and bespoke CPD, relevant to the person's role. In 2023, we received the Teacher Development Trust Silver Award, demonstrating our commitment and passion to providing excellent CPD for all teaching and associate staff.

If you are seeking a dynamic, innovative and caring school, dedicated to the development of staff and our students' success, Ridgewood is the school for you.

Candidates are required to possess 5 GCSEs including Maths and English – Grade C or above (or equivalent).

## *How can you apply for this role?*

For full details, to discuss the role or to request an application pack, please contact the school on 01302 783939 or email [appls@ridgewoodschool.co.uk](mailto:appls@ridgewoodschool.co.uk)

We strongly encourage visits from potential candidates – please contact the school to arrange this. Completed applications should be returned directly to school via post or email: [appls@ridgewoodschool.co.uk](mailto:appls@ridgewoodschool.co.uk)

**The closing date for this post is 9am Monday 25 September 2023. Interviews will take place soon after.**

*Ridgewood School reserve the right to close this advert prior to the closing date above.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. The school operates a no smoking policy.*