



# **Job Pack**

**Receptionist / Junior Administrative Assistant**



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November 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.

**Yours Faithfully**  
**Mrs Elen**  
**Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**



## Job description

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<b>Post</b>	Receptionist / Junior Administrative Assistant
<b>Grade</b>	Scale 4 £25,629 to £26,913 pro rata, actual £23,297.7 to £24,464.95
<b>Contract</b>	Maternity Cover
<b>Hours</b>	36 hours x 40 weeks (8:30am - 4:30pm)
<b>Responsible To</b>	Office Manager

### **Purpose**

To provide high quality, effective and efficient clerical support and provide a welcoming front of house for our busy school office.

### **Main Activities and Responsibilities**

#### Reception

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in a helpful, efficient and professional manner.
- To answer the telephone in a friendly and professional manner and record and pass on messages accurately and promptly to the relevant member of staff.
- To answer the intercom CCTV system and check identification of any visitors before they enter the premises, ensuring that they have a valid reason for the visit, whilst having a high regard for security.
- To ensure that vetting details for Agency staff correspond to the agency staff that report to the Grove; check/record their DBS numbers and make a note of their photo I.D.
- To ensure visitors sign in/out and are provided with the correct badge.
- Handle minor queries and refer more serious matters to the appropriate member of staff.

#### Administration

- Manage all incoming/outgoing posts, ensuring that they are stamped and distributed to the appropriate member of staff.
- Ensure that all emails that come into the office email are forwarded to the appropriate member of staff.
- Receive and check deliveries and ensure they are delivered to the relevant staff.
- Maintain accurate pupil information/files on the MIS system.
- To undertake filing and photocopying; to assist users with the operation of the photocopier including changing toners and attempting to resolve issues.
- To be responsible for the maintenance and monitoring of the photocopiers and printers.
- To liaise with the Office Manager and Premises Manager when deliveries arrive.
- Arrange translators for parents who do not speak English as their first language.
- Ordering
- Maintain Parentpay for staff and pupil lunch payments and updating where necessary.
- Stock control.



### General

- To ensure that the reception and waiting areas are welcoming, clean and tidy.
- To provide refreshments for visitors as and when required.
- To comply with and support the implementation of policies and procedures relating to Safeguarding, Child Protection, Health & Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person and logged on the school reporting system.
- To respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act.
- To uphold and further the Trust's Equal Opportunities policies and to deliver effective and appropriate services fairly and without discrimination.
- To complete administrative tasks as recommended and under the direction of the office manager and senior leadership team.
- To attend training as required commensurate with the post

Undertake any other reasonable duties commensurate with the grade as determined by the Office Manager and SLT.

To contribute to ongoing student assessment and maintain relevant data so it is kept up to date

- To ensure students are challenged and encouraged to engage in school and aim high
- To develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- To work to meet the learning, therapeutic and behavioural needs of students, including developing individual and small group interventions and nurture groups
- To lead specific learning activities, such as reading groups as directed
- To support teaching staff in planning strategies to support students and complete programmes
- To promote and model good student behaviour
- To undertake other duties, such as clerical and support work and supervision as required
- To undertake other tasks or responsibilities as directed by the Head Teacher and SLT.
- To support and complying with school policies on Child Protection, Health and Safety, equal opportunities and any other policies and procedures the school has in place
- To provide high quality and flexible support in school, during educational visits and during off site learning.

### **Key Organisational Objectives**

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.



**Safeguarding Children**

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: .....

Signature of postholder: .....

Name of postholder: .....

## Person specification

	Essential	Desirable
<b>Skills, Training and Qualifications</b>		
Excellent written and spoken communication in English (Minimum English GCSE A-C or equivalent)	✓	
Good mathematical ability (Minimum Maths GCSE A-C or equivalent)	✓	
Excellent ICT skills including use of Word, Excel, Google docs and Email.	✓	
Ability to maintain and upload information on school website		✓
Ability to review own work and practice	✓	
Ability to use initiative and work without supervision	✓	
Secretarial and administrative experience	✓	
Experience or confidence in using technology and social media	✓	
First aid training		✓
Familiarity with Bromcom or other MIS systems		✓
Familiarity with Schools Office	✓	
Shorthand or ability to minute take and reproduce minutes		✓
Willingness to undertake further training relevant to the post	✓	
<b>Personal Attributes</b>		
Be professional and Responsible	✓	
Reliable, Punctual and trustworthy	✓	
Highly organised and ability to prioritise	✓	
Ability to respect confidentiality	✓	
Ability to act on own initiative	✓	
Be flexible and adapt quickly in times of change	✓	
Sense of humour	✓	
High expectations of self and others	✓	
Commitment to learning	✓	
Ability to manage and prioritise a varied workload, work under pressure and achieve deadlines	✓	
<b>Working with Young People and SEND</b>		
Demonstrate empathy and kindness	✓	
Commitment to developing and maintaining good relationships with children and staff	✓	



Ability to deal calmly and compassionately with difficult situations	✓	
Ability to understand pupils' emotional and social needs	✓	
Motivation to work with children and young people, particularly those with SEND	✓	
Experience within an SEND setting or working with children or young people with SEND		✓
Ability to develop and maintain appropriate relationships and boundaries at all times	✓	
<b>Professional Working</b>		
Able to work in a team and to establish good working relationships with colleagues	✓	
Able to maintain professional and trusting relationships with parents/carers	✓	
Be Supportive and work Cooperatively with others	✓	
Confident and able to challenge and accept challenge in professional way	✓	
<b>Equal Opportunities</b>		
A determination to ensure that all students are given the chance to succeed.	✓	
Commitment to equal opportunities for all	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	



The Grove School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

### **Receptionist / Junior Administrative Assistant**

Salary:	Scale 4 (pro- rata)
Employer:	The Grove School
Location:	Haringey
Contract Type:	Maternity Cover
Contract Term:	36 hours x 40 weeks (8:30am - 4:30pm)
Start Date:	8th January 2024
Closing Date:	Monday 30th October

Welcome to The Grove School, we provide specialist learning and support to pupils aged 5-19 with a primary diagnosis of autism. Our vision is to 'Inspire Excellence, Champion Potential and Empower Learning'.

We are looking to appoint a Receptionist / Junior Administrative Assistant to cover maternity leave. The postholder will be the first point of contact for the school, dealing with callers/visitors in a polite, friendly and helpful manner.

The successful candidate will be professional and efficient, have excellent interpersonal skills, a positive outlook and a calm and friendly manner. They will be responsible for the Front of House to ensure that it is run efficiently and effectively and is presentable at all times. They will have excellent personal skills to actively develop positive, supportive relations with visitors, staff, students and parents.

For further information please contact our school office 020 3876 6555 or at [office@thegroveschool.co.uk](mailto:office@thegroveschool.co.uk) Application packs can also be downloaded from the school website: [www.thegroveschool.co.uk](http://www.thegroveschool.co.uk)

Closing Date is on **Monday 20th November 12pm** but applications received before are welcomed and will be considered. Interviews will take place from **27th November 2023**.



**NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.**

**Please note if you do not hear from us it is likely your application has not been successful. Kindly note due to the large volume of applications we are unable to provide feedback at the initial stage.**