



APPLICATION PACK

- ACADEMY:** Manor Drive Secondary Academy
- ROLE:** Receptionist
- START DATE:** December 2024
- SALARY:** Grade 5 Point 5
Actual Salary: £12,551
- HOURS:** Monday – Friday 8.00am – 12.30pm
(22.5 hours per week)
Term time plus 2 weeks
- CLOSING DATE:** Monday 18 November 2024



**11-16 Non-selective, all
ability Secondary School**

**Academy Roll:
450 (Year 7, 8 and 9)
growing to 720 by 2028**

**Headteacher:
Mrs J Sludds**





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FOUR Cs ACADEMY TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit www.fourcsmat.org.uk





MESSAGE FROM THE CHAIR OF GOVERNORS

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds
CHAIR OF GOVERNORS





MESSAGE FROM THE HEADTEACHER

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on pnable@manordrivesecondary.org.uk

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely



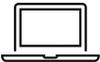
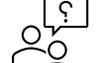
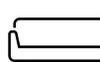
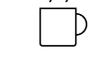
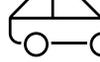
Jo Sludds
HEADTEACHER





STAFF WELLBEING + BENEFITS

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	<p>All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.</p>
	<p>Staff gym with new facilities is available to all staff.</p>
	<p>Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.</p>
	<p>Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.</p>
	<p>Multiple staff rooms around the building.</p>
	<p>Free car parking on site.</p>
	<p>Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.</p>



RECEPTIONIST

Grade: Grade 5 Point 5 Actual salary £12,551
Contract: Permanent
Closing date: Monday 18 November 2024
Start date: December 2024

Manor Drive Secondary Academy is a brand new, over-subscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are seeking to appoint an outstanding front of house administrator, acting as first point of contact for parents, students and visitors. The role is very busy and fast paced. Strong personal qualities such as confidence, integrity and presence are sought in addition to good ICT skills. Consistent and effective communication is required together with the ability to use own initiative. Successful candidates will have a professional demeanour and excellent personal presentation. This is an exciting opportunity to join a growing and motivated team and to be part of the Manor Drive Secondary Academy as it grows. There will be a requirement to be flexible with a willingness to do what is required to support the Manor Drive team.

WHAT WE CAN OFFER YOU:

- The rare and exciting opportunity to work in a growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym

Full details and how to apply can be found on the school website www.manordrivesecondary.org.uk We welcome questions from prospective applicants, please contact, Penny Noble by email: pnoble@manordrivesecondary.org.uk We reserve the right to close the job advert early should we receive a high number of applications.

Closing date for applications is noon on Monday 18 November 2024

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



PERSON SPECIFICATION

Grade: Grade 5 Point 5 Actual salary £12,551
Contract: Permanent
Closing date: Monday 18 November 2024
Start date: December 2024

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

QUALIFICATIONS AND TRAINING

E	English and Maths Grade 4 at GCSE or above.	A, I
D	5 or more GCSEs (or equivalent qualification), First Aid qualification	A, I

SKILLS

E	Good communication skills – parents, students, external agencies	A, I, R
E	Interest in student welfare	A, I, R
E	Professional demeanour	A, I, R
E	Ability to prioritise	A, I, R
E	Ability to speak confidently with parents / carers and Academy colleagues	A, I, R
E	Tact and diplomacy	A, I, R
E	ICT literate	A, I, R
D	Previously worked in a school	A, I, R

DISPOSITION

E	Team player	A, I
E	Sense of humour	A, I
E	Flexibility	A, I
E	Enjoys a challenge	A, I
E	Perseverance	A, I
E	Resolve	A, I
E	Helpful disposition	A, I
E	Willing to take ownership of the role and make the role you own	A, I
E	Anti Discriminatory and aware of prejudice	A, I
E	Well organised	A, I
D	Willingness to seek advice and support when needed	A, I



JOB DESCRIPTION

JOB TITLE:	Receptionist – Part time
RESPONSIBLE TO:	PA TO THE HEADTEACHER
BUDGET	NONE
<ul style="list-style-type: none"> • OVERALL RESPONSIBILITY: • To assist in the effective and efficient running of the school. • To act as a first point of contact in school for parents, students and others. • To complete whole school typing requests under the direction of the line manager • To facilitate the needs to visitors to the Academy, ensuring rooms, furniture etc is adequate. • Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the DfE's Keeping Safe in Education and Child Protection Procedures. • To provide First Aid care and support for students staff and visitors as required. • To provide Reprographics facilities for the Academy by the use of digital networked photocopying equipment and laminators • SECTION 1 - DUTIES: • Receive all visitors and deliveries, inform appropriate staff and ensure visitors sign into the school and are given security badges. To action all reception duties as required. • To operate the telephone system within the Academy and to be the first point of contact for parents, students, staff and visitors • Produce typed documentation to a high standard using relevant IT resources (letter, spreadsheets, word-processing and databases) • Support the administration of all school departments with good word processing skills and general secretarial help. • Liaising with regular and potential users of the Academy premises to facilitate the booking of appropriate space. • Support and aid the opening and distribution of formal and informal communications in the school, both paper and electronic, internal and external. • To assist with hospitality arrangements for all functions within the Academy. Specifically providing refreshments for visitors, clearing refreshments and tidying rooms • Use of software packages (specifically Bromcom) within the Academy • To liaise with parents/carers with regards to medical incidents and calling the emergency services if necessary. • To respond appropriately to student's needs for pastoral problems initially presented as being medical/first aid related. • To communicate with students in an age appropriate, professional and friendly manner. • 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 employer on all issues to do with Health, Safety and Welfare. • CONTINUED 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 efficiency, which may lead to improvements in the day-to-day running of the Academy • Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available. • Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post. • CHILD PROTECTION: • The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who s/he comes into contact will be to adhere to and ensure compliance with the Academy's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer. • OTHER DUTIES: • Any other tasks, duties or services that may be reasonably requested. • This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. • Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post. <p>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academies in relation to the post holder's professional responsibilities and duties. Elements of this Job Description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.</p>	



THE SELECTION PROCESS

Applicants are required to submit a letter of application and complete a 'Support' Application Form.

When completing your application please note the following important points:

- Letters of application should be no more than 1 side of A4.
- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full, handwritten or typed is acceptable.
- We are unable to process any applications stating "see CV".
- The declaration on the application form must be signed.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email pnoble@manordrivesecondary.org.uk
- Completed applications must be emailed to pnoble@manordrivesecondary.org.uk
- Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- **Closing Date for Applications: Noon on Monday 18 November 2024**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

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