

SUCCESS  AT

**THOMAS
ESTLEY
COMMUNITY
COLLEGE**

Community of courage and commitment to success

National Teaching School

designated by



**National College for
Teaching & Leadership**

Station Road

**Broughton Astley
Leicestershire LE9 6PT**

Telephone: 01455 283263

Fax: 01455 285758

www.thomasestley.org.uk

Principal: Mandi Collins

December 2018

Dear Applicant

Afternoon Receptionist

Thank you for your interest in this post. As stated in the advert, the main purpose of the role will be to cover the reception desk, welcoming visitors and ensuring that safeguarding procedures are followed. Checking and forwarding emails, central reception diary administration, ad hoc word processing tasks as required, pupil record and financial administration and reprographic duties.

Within this pack you will find the full Job Description and Personnel Specification. Please ensure that you read them as they will be used as part of the shortlisting process.

Thomas Estley is a highly successful 11-16 Community College serving the villages of Broughton Astley, Cosby and Whetstone, rated Outstanding by OFSTED.

As with all staff we have high expectations of the person we hope to appoint. This position will require a high level of initiative and you will be expected to actively seek tasks and offer general assistance where possible on your own instigation. We think the successful candidate can expect of us an interesting, supportive and lively environment in which to work and contribute.

The closing date for applications is Monday 10th December at 12.00 Noon

Interviews are planned to take place on Thursday 13th December.

I look forward to receiving your application.

Yours faithfully

Mandi Collins
Principal

Success Academy Trust

Registered in England

Company No: 8135389

Registered Office: As above

VAT Registration No: 153 2274 31

Vice-Principals: C. Cornelius, R. Fegan

Assistant Principals: M. Young, J. Hartley

College Manager: A.M. Willett



THOMAS ESTLEY COMMUNITY COLLEGE

Modelling tomorrow's global citizens

Application Pack

Thomas Estley Community College

“Community of Courage and Commitment to Success”

Thomas Estley is a highly successful 11-16 Community College serving the villages of Broughton Astley, Cosby and Whetstone, rated Outstanding by OFSTED.

The college has a strong tradition of innovative curriculum planning and its curriculum has been a national case study with aspects adopted by a number of schools locally and nationally.

Thomas Estley is a Teaching School, lead school in the Thomas Estley Learning Alliance (TELA) including almost 40 secondary and primary schools, and a National Support School. As a result the college engages in significant School to School Support and CPD provision. We are also a Centre for School Direct placements for those looking to train as a teacher. The college is a vibrant, innovative and forward-looking institution, a place which never stands still but constantly seeks improvement.

All of our work is firmly based within our values, collaboratively agreed and committed to by all of our stakeholders.

- 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.

THOMAS ESTLEY COMMUNITY COLLEGE

SUPPORT TEAM JOB DESCRIPTION

- Job Title:** RECEPTIONIST/ADMIN ASSISTANT
- Grade:** Grade 5, Term Time only 38 weeks plus equivalent 1 week for staff training days and ad hoc cover
- Working Hours:** 20 hours per week Monday and Wednesday 1pm – 6pm
Tuesday and Thursday 1pm – 4.30pm
Friday 1pm – 4pm
- Responsible to:** Finance & Reception Manager
- Functional Relationships:** Other Reception and Office staff, other support staff, College Principal, other SLT members, teaching staff, Premises Officers, 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.

DUTIES AND RESPONSIBILITIES

A RECEPTION

Participation in reception duties including:

- Safeguarding duties in relation to control of visitors/contractors on site
- Reception desk and telephone cover/ email of messages as required
- Assist in the maintenance of electronic daily bulletin
- Assist in maintenance of College Central diaries recording of minibus bookings/daytime room bookings
- Issuing and administration of locker keys
- Ad hoc sale of College Dress ties
- Ad hoc word processing
- In absence of General Assistant, franking and sending of post/distribution of delivered mail
- Act as one of the College's first aiders (training would be given)
- Assist in checking registers pm are completed/timely messaging or calls to parents for unknown absences
- College reprographic duties including ordering of stock in absence of Reception Manager
- Responsible for sending out of Parentmail letters as requested

B FINANCE SUPPORT

- Collection and administration associated with payments from pupils/parents including:
Daily update of online payments from parents including adding of manual payments where chq/cash has been received
- Receipting of all ad hoc school sales income (eg printing etc) and entering on to cash sheet
- Ad hoc receipting as needed from reception customers

C GENERAL ADMINISTRATION

- Get pupil registers ready for collection each morning/afternoon, including weekly manual register update
- Responsible for following up unknown absences via contacting parents each morning and updating SIMS pupil attendance record/ printing daily absence report
- Responsible for maintenance of monthly official registers following chasing of absence records from tutors and in liaison with Vice Principal/Pastoral Manager.
- Ad hoc support for maintaining pupil records on SIMS from parent contact updates
- Maintaining extended services course bookings/collection of associated fees, assistance in the completion of enrolment forms where necessary

D 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.

SPECIAL INSTRUCTIONS

To ensure a safe working environment in accordance with Health and Safety Regulations

To attend fire drills and staff meetings as required

To attend training events as required

To respect the confidential nature of personal information

Participation in, contribution to and evaluation of training and development opportunities including those arising from annual staff review.

COMMUNICATIONS

In consultation and partnership with the College Manager and other members of the Support Team, support and sustain effective communications throughout the College arising from clerical and reception duties.

THOMAS ESTLEY COMMUNITY COLLEGE

SUPPORT TEAM PERSONNEL SPECIFICATION

Job Title:	Afternoon Receptionist
Grade:	5

	Essential	Desirable	How assessed
<u>Qualifications</u> Relevant Administration NVQ or equivalent		✓	Doc/Int
<u>Experience</u> Experience in similar administration/reception role Worked within a school environment	✓	✓	Ref/Int
<u>Knowledge</u> High standard of IT skills including software packages (e.g. Microsoft Office)	✓		App/Int
<u>Skills and Competencies</u> Communication skills Reliability Ability to maintain confidentiality Empathy in difficult situations and ability to agree appropriate outcomes	✓ ✓ ✓		App/Int Ref/Int
<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.	✓ ✓ ✓ ✓		App/Int Ref Med Doc

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Dc = Documentary Evidence (E.g., Certificates)