



THE REACH FREE
SCHOOL

Apprentice Business Administration Assistant

Candidate Pack

**The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB**

www.thereachfreeschool.co.uk
admin@reachfree.co.uk
01923 711517

Dear candidate,

Thank you for expressing an interest in this position. The last year or so has presented many challenges, not just in education, but in all sectors of the economy. If this period has taught us anything, it is that face-to-face interaction with people is vital for our wellbeing and development. Academic achievement, our school community and a love of learning are key to this school's ethos. We take great pride in knowing all of our pupils, their strengths, goals and passions and everywhere you turn in this school there are pupils and staff working together to achieve the very best. Hopefully the disruptions of the last year or so are behind us and we can begin to look ahead to what the future holds.



As a school we have continued to expand and develop, building on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are strong and we are firmly established in our purpose built school ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning



The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 120 pupils in each year, The Reach Free School will remain a close-knit environment, even when full. This will ensure a strong sense of community within the school.

Modern facilities – In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements – In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – Each of the four classes in Year 7 benefit from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and helps us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

Targeted Academic Support Programme – In Key Stage 4 we dedicate time to supporting our pupils, in smaller groups, as they work towards their GCSEs and vocational qualifications.

Technology Rich – All pupils have their own school device and teachers are encouraged to utilise the latest technology to teach in innovative and creative ways.

Expectations

At The Reach Free School we expect our non-teaching staff to:

- Maintain the highest standards of integrity, attention to detail and customer service

- Create and develop transparent, seamless, user-friendly systems which aid the running of the school
- Support other staff members to ensure the best outcomes for all pupils at the school
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges
- Support and mentor colleagues who are training

In return, we offer:

- The freedom and flexibility to carry out their role in a positive working environment
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.





Job description

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| Job Title: | Apprentice Business Administration Assistant |
| Reports to: | Admin and Finance Manager |
| Hours: | 8.30am to 4.30pm Monday to Friday, (52 weeks per year, 28 days holiday) |
| Salary: | £13,650 FTE per annum (approx £7.00 per hour) |
| Contract: | Fixed term contract (18 months) |
| Training Provider: | Together Training (Starting September 2022) Predominantly online course - one afternoon per month release |

Purpose of this position

The Reach Free School is looking to appoint a talented and supportive individual to join as an Apprentice Business Administration Assistant, providing clerical assistance to all departments in the school, alongside Reception duties. The successful candidate will learn the intricacies of school administration and office management, and will work in a busy environment, managing their time effectively and being empathetic to the needs of young people.

Main duties

- To field queries and enquiries related to the school in both face-to-face visitor interactions and through telephone calls
- To access and action emails on a daily basis
- To organise the sorting and distribution of post and administration of the franking machine
- To maintain and update paper and electronic records, with an appropriate level of discretion
- To administrate the replacement of pupils exercise books
- To monitor and maintain supplies of administrative resources
- To cover main reception as and when required
- To provide administrative support to the administration department and the Headteachers PA
- Assisting staff and pupils with their enquiries
- To help maintain levels of stationery stock, supplies and equipment
- To prepare photocopying and laminating for wider staff
- To do accurate filing of finance and administration records
- To formulate and execute schedule of returns and disposals of lost property
- To aid with refreshments for visitors
- To attend training courses when necessary
- To be willing to learn and expand knowledge of school systems and procedures

Wider Responsibilities

- Attend occasional open evenings and other school events as required
- Cover for absent administration colleagues, as necessary.
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Take part in the school's performance management process
- As required, attend meetings with members of the Governing Body
- Agree to an Enhanced DBS checking being carried out
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

This is a description of the main duties and responsibilities of the post at the date of production. The successful applicant may also have to carry out other duties as may be necessary from time to time.

Job context

The school welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

Salary

The Reach Free School operates its own payscale, which currently exceeds that of those used by other schools in the fringe area. The starting salary for this position is £13,650 (FTE). This is based on daily working hours of 8.30am until 4.30pm, 52 weeks per year with 6 weeks paid holiday (2 weeks to be reserved for Christmas break).

This position is offered as a one day release to study the School Business Professional Level 4 qualification either at a college or education institution, or based at the school.

Person specification

| | Essential | Desirable |
|---|---|---|
| Knowledge, Skills and Experience | <ul style="list-style-type: none">• Ability to communicate effectively, both orally and in writing especially with pupils, parents, guardians and carers, staff, external agencies and other professionals• Be willing to learn school systems such as Parentpay and Arbor MIS | <ul style="list-style-type: none">• Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups• Ability to identify own training and development needs and |

| | | |
|------------------------|--|--|
| | <ul style="list-style-type: none"> • Use of relevant equipment/resources • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Able to use own initiative and work alone when necessary • Ability to overcome communication barriers with pupils • Ability to listen effectively | co-operate with the means to address these |
| Other qualities | <ul style="list-style-type: none"> • A commitment to the implementation of the school's Equality Scheme • Ability to reflect on your own professional practice • Ability to persuade and negotiate as well as good interpersonal / communication skills • Awareness of health and safety requirements related to the role • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children • Flexibility with working hours | <ul style="list-style-type: none"> • A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school and a willingness to work additional hours, if required |

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk
- By post to: The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

