



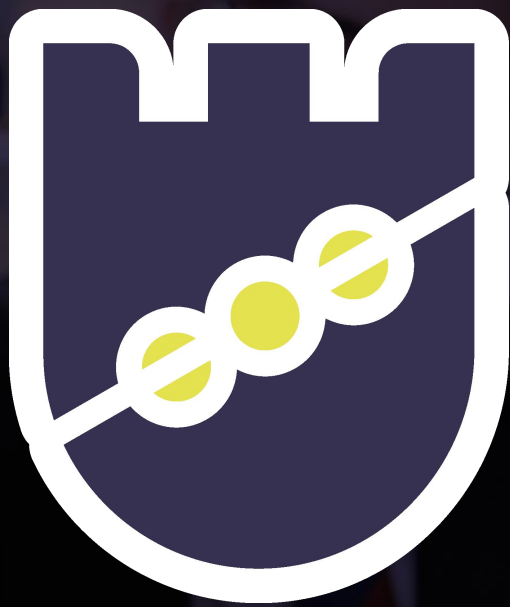
**SIR THOMAS  
BOUGHEY  
ACADEMY**

Part of



# Apprentice Receptionist/ Administrator

Candidate Information Pack



# Welcome from the Headteacher

Dear Applicant,

I am Lisa Shoreman, Headteacher of Sir Thomas Boughey Academy, and I am delighted that you are considering joining our team.

Sir Thomas Boughey Academy is a happy, safe, and ambitious school where every student is known and valued. We are a place where curiosity is sparked and achievements are celebrated, guided always by our values of excellence, kindness, and respect. In 2022, Ofsted confirmed that we are a 'Good' school in all areas, specifically highlighting our high expectations and the genuine care we show to all our students.

We are proud to be part of the Windsor Academy Trust family. This means we are not working in isolation but benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a strong connection to our local community, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will play a vital role in this mission. Whether you are joining our teaching staff or our professional services team, you will help us achieve our goals by:

- **Igniting Curiosity:** You will help deliver lessons that are rich, challenging, and designed to make learning exciting, ensuring every child has the chance to shine.
- **Building Character:** Beyond the classroom, you will support our 'Boughey Extra' programme. This offers a huge range of activities from sports and the arts to leadership, helping students grow into well-rounded individuals.
- **Fostering a Sense of Belonging:** Success at our school is built on determination and support. You will be part of a team that ensures every child feels safe, valued, and encouraged to do their very best.

We are looking for passionate, collaborative individuals who share our values and our commitment to excellence. You will join a talented team supported by a culture of empowerment and professional growth, where we work together to ensure every child in our family thrives.

If you are ready to help our students find their passion and reach their full potential, I look forward to receiving your application.

Yours sincerely,

**Lisa Shoreman**  
Headteacher

# Our School



Sir Thomas Boughey Academy is an 11 to 16 secondary school in Newcastle under Lyme. We provide a safe, happy and stimulating environment where students are motivated to learn and reach their full potential. Our overarching belief as a school is that every child has the right to an excellent education, and the opportunity to flourish under the guidance of our devoted staff. We build confidence and character, qualities all children need just as much as academic success. Our number one goal is that every student leaves us having achieved their absolute potential, armed with the resilience, ambition and integrity that will allow them to create the future that they crave.

## Our 2024/25 highlights

- **Exceptional Maths Achievements:** Several students were recognised in the UKMT Junior and Intermediate Maths Challenge, with one student achieving the "Best in the Intermediate Challenge" award.
- **Reader Leaders Programme:** The school's peer mentor programme saw 14 trained Reader Leaders support weaker readers, helping them improve their fluency and confidence.
- **Outstanding Musical Talent:** Students achieved excellent results in their music examinations, with multiple distinctions and merits across a range of grades.
- **ASPIRE Days:** The school successfully launched ASPIRE Days with a focus on careers, personal development, and PSHE. These days, which included external speakers, received positive feedback from students.
- **Community Action:** Students from the Community Action Group joined the Minnie Pit memorial committee to maintain the site, planting trees and bulbs to help it win a prize in the Newcastle in Bloom competition.
- **Digital Excellence:** The school was recognised as a Microsoft Showcase School for the second consecutive year. Staff have also begun exploring the use of AI to support students and improve learning.
- **Inaugural Activity Week:** The school successfully launched its first-ever Activity Week, offering a diverse range of memorable experiences for all year groups, including trips, sports day, and hands-on activities.
- **Strong Community Links:** Senior Student Leaders continued their monthly attendance at Audley Parish Council meetings, updating the community on school successes and improving the local perception of the school.
- **Visit to Houses of Parliament:** Following a visit from the local MP, 10 student senators visited the Houses of Parliament, where they sat in on Prime Minister's Questions and met with their MP.
- **Improved Attendance:** The school achieved a 3.1% rise in whole-school attendance, with significant improvements in all year groups, placing the school well above the average for similar schools.

*"Since our eldest started in 2015, Sir Thomas Boughey has been a stepping stone of support for our children. The school is a safe space where students, parents and staff are all encouraged to be their best selves. They supported us so well through unprecedented times like the COVID-19 pandemic, keeping our children at the heart of every decision. The school also champions extracurricular activities, allowing pupils to thrive in sport, music and the arts. What makes it truly special is that the teachers don't just see them as students - they see them as individuals who are nurtured and understood. We're incredibly proud parents."* - **Sir Thomas Boughey Academy parent**



# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Salary</b>          | Apprentice rate - NMW £8 per hour |
| <b>Reporting to</b>    | Head's PA/Office Manager          |
| <b>Responsible for</b> | N/a                               |
| <b>Location</b>        | SIR THOMAS BOUGHEY ACADEMY        |

## Job Purpose

The Receptionist/First Aider/Administrator, under the direction of senior staff, will be responsible for providing general administrative support to the school, administering first aid whilst providing a professional reception service.

*To do other reasonable tasks within the function, commensurate with the grading level and responsibility of the role..*

## Reception

The Apprentice Receptionist/Administrator will:

- Undertake Reception duties, acting as the first point of contact in response to telephone and face-to-face enquiries, promptly passing on messages as required.
- To ensure compliance of the school's safeguarding and security arrangements/procedures.
- Assist with arrangements for visits (e.g. photographer), including hospitality.
- Assist with pupil/student welfare, liaising with parents/carers and staff as appropriate.
- Maintain reception area to highest standard ensuring displayed information is current.
- Administer basic first aid/medicine as required
- Liaise with parents/carers over student medical issues and first aid.
- Maintain contents of medical boxes throughout the school
- Maintain stock and supplies for first aid, cataloguing and distributing as required.
- Use Arbor to locate students as required.

## Administration

The Apprentice Receptionist/Administrator will:

- To provide administrative support e.g. photocopying, filing, emailing, completion of routine forms/bookings.
- Update manual and computerised records/management information systems.
- Open, sort and distribute incoming mail (including electronic mail).
- Manage outgoing post and distribution of delivered items.
- Arrange orderly and secure storage of supplies.
- Produce and respond to correspondence using templates (e.g. Newsletter).
- Support with the printing of mock examination papers.
- To carry out reprographics tasks as required and ensure adequate stock levels of paper/toner ensuring orders for replacements/extra stock are placed in a timely manner.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from external bodies, e.g. school nurse, photographer etc.

## General

The Apprentice Receptionist/Administrator will:

- Contribute to the overall ethos/aims of the academy.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The postholder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

# Person Specification

| Area   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications and Training</b>   |           |           |
| GCSE English & Maths, Level 4 or above   |           | ✓         |
| Good numeracy and literacy skills  | ✓         |           |
| Willingness to undertake first aid training  | ✓         |           |
| Willingness to undertake a Level 3 qualification in business administration        | ✓         |           |
| <b>Knowledge, Understanding and Experience</b>                                     |           |           |
| Some knowledge of administration and office systems and procedures                 | ✓         |           |
| Experience of working in a school or educational setting                           |           | ✓         |
| Experience using School Management Information Systems (MIS) such as Arbor         |           | ✓         |
| Experience operating a busy switchboard or digital visitor management system       |           | ✓         |
| <b>Skills and Abilities</b>  |           |           |
| Ability to use a range of ICT systems and packages, including Microsoft and Google | ✓         |           |
| Good communication skills  | ✓         |           |
| Ability to respond to routine queries, referring to others as appropriate          | ✓         |           |
| Ability to work as part of a team  | ✓         |           |
| Ability to maintain confidentiality in matters relating to any stakeholders        | ✓         |           |

| Area   | Essential | Desirable |
|--|-----------|-----------|
| <b>Personal Qualities and Attributes</b>   |           |           |
| Remains calm in difficult situations   | ✓         |           |
| Displays sensitivity and empathy to others   | ✓         |           |
| Able to follow verbal instructions and written guidance or procedures  | ✓         |           |
| Ability to identify own training needs and willingness to participate in training and development opportunities  | ✓         |           |
| Comply with Trust's commitment to the protection and safeguarding of children  | ✓         |           |
| Willing to undergo an enhanced DBS with barred list check  | ✓         |           |
| Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check. |           |           |



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work. In addition to a competitive salary we offer:**

## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

## References

References will be requested with your consent, at the selection stage directly from the referee.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





**Station Road, Halmer End, Newcastle,  
Staffordshire, ST7 8AP**



**01782 729400**



**office@stb.academy**



**www.sirthomasbougheyacademy.org.uk**

