The Market Bosworth School
An Outstanding Leicestershire Academy

Principal: Stuart Wilson
Vice Principal: David Beckitt

Reception Admin Assistant
Required ASAP

Dear Applicant

About the role
The role of Reception Admin Assistant is crucial to the smooth running of our school. The successful candidate will become part of a busy office team that deals with a wide range of visitors, parents, staff and students on a daily basis. Daily tasks are varied but will include receiving and making phone calls to parents and staff, assisting with student enquiries, using a computer to retrieve and maintain pupil data, welcoming visitors to the school, covering the main reception desk, assisting with reprographics, general clerical tasks and providing First Aid support.

Context
The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. In March 2022 we were appointed as a Lead School in the DfE Behaviour Hubs Programme having demonstrated exemplary behaviour practices. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide".

For the last year of published results (2019), 89% of our year 11 students achieved GCSE English and Maths passes at grade 4 and above. The school achieved an overall progress score which was categorised as "Well Above" the national average.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the picturesque village of Market Bosworth which has a weekly farmers' market and many independent cafes and shops. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire, and Staffordshire.

How to apply
We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds, PA to the Principal, on kreynolds@tmbs.org.uk for an informal tour, or more information should you wish.

To apply, please send a letter which specifically addresses the requirements of this post, together with your application form. Completed applications should be sent to Mr Stuart Wilson, Principal, via email office@tmbs.org.uk, or returned directly to the school. If posting via Royal Mail please ensure you add sufficient postage for your application.

The closing date for applications is **Monday 15th August 2022 (9am).**
Interviews will take place on Monday 22nd August 2022

Assistant Principals: Gary Marshall, John Slattery, Emma Hadkiss. **Academy Business Director:** Bianca Farrell

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Safeguarding
We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. As this post is required to work in "Regulated Activity" an enhanced DBS with a barred list check is essential. All applications will be considered on their merit and the post will be offered subject to satisfactory pre-employment checks.

Data Protection
Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References
Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities
We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Thank you for your interest in this post.



Stuart Wilson
Principal

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JOB DESCRIPTION

Job Title:	Reception Admin Assistant
Grade / Hours:	6 to 7 (Full time equivalent £20,046 to £22,131) 37 hours per week, term time only plus 1 week to cover teacher training days (0.85FTE). Actual annual pay £17,075.81 - £18,851.88. Exact hours would be confirmed on appointment, but generally they would be 8am to 4pm. The ability to start at 7.45am may be an advantage.
Responsible To:	HR and School Services Lead
Key Relationships/ Liaison with:	All stakeholders (Parents, Students, Visitors, Staff)
Job Purpose:	To provide confidential and effective administrative support within the school office function, including the provision of a courteous reception service and administrative support to the school as part of the wider office team.

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide a courteous reception service, resolving routine queries by telephone or in person from parents, students, community users or staff, giving and resolving queries within areas of responsibility.

2. To ensure that visitors to the school site sign in, provide suitable ID including child protection documentation where applicable, are issued with a visitor pass and are taken to / collected by the appropriate person.

3. To answer and make telephone calls and deal with routine queries where possible, or otherwise transfer calls or take and pass on messages.

4. To undertake post duties, including collecting, opening, sorting and distributing incoming post, and enveloping and dispatching outgoing post.

5. To monitor and maintain the school e-mail account on a daily basis, responding directly to routine enquiries, filtering marketing information and/or forwarding e-mails to the appropriate person.

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6. To distribute information / documentation to the school community as appropriate, including use of school-home communication systems.

7. To file documentation accurately within the school's existing filing system.

8. To arrange meetings / training events when requested, including booking rooms.

9. To operate standard office equipment, e.g. photocopiers, scanners, shredders, etc.

10. To produce typed documents from information provided, ensuring good spelling and punctuation and using appropriate layout / presentation. (e.g. letters to parents, event tickets, etc)

11. To monitor and maintain office stationery stock to pre-determined levels, requesting orders for stock replenishment/replacement in a timely manner.

12. To check deliveries to the school against the delivery note / order, noting any discrepancies and reporting them to the supplier in a timely manner.

13. To assist with the production of pupil lists for activities, clubs, medication, dietary needs, etc. as required.

14. To process routine documentation and check for completeness and errors, taking appropriate steps to resolve basic/routine issues and referring more complex queries to the appropriate person.

15. To input data and information onto computer systems, and use these systems to extract information as instructed, which may require some manipulation.

16. To undertake routine cash handling duties, including receiving and recording payments for trips and uniform.

17. Carry out duties placed on staff by Health & Safety legislation

18. Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

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Subject to the duration of the need, the special conditions given below apply:

(a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
(b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
(c) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

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Reception Admin Assistant – Personal Specification

Job Title: **Reception Admin Assistant**

Grade: **6 - 7**

	Essential	Desirable	How assessed
Qualifications ● Good general standard of education	✓		App/Doc
● Able to demonstrate numeracy/literacy skills sufficient for the demands of the post.	✓		App/Test
Experience ● Experience of responding to members of the public in a work setting.		✓	App/Int
● Experience of completing basic administrative tasks.	✓		App/Int
Knowledge ● Knowledge of child protection procedures.		✓	App/Int
● Knowledge of basic health and safety procedures.		✓	App/Int
<u>Skills/Attributes</u> ● Ability to use standard office equipment and software	✓		App/Int/Test
● Ability to use own initiative to respond to routine queries using standardised information.	✓		App/Int/Test

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	Essential	Desirable	How assessed
• Good customer service and interpersonal skills.	✓		App/Int/Ref
• Good telephone manner.	✓		Int/Ref
• Ability and willingness to undertake professional development.	✓		App/Int
• Ability to work effectively as part of a team.	✓		App/Int/Ref
General Circumstances			
• Evidence of regular attendance at work	✓		Ref
• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations.	✓		App/Int
• Willingness to undertake training.	✓		App/Int
Factors not already covered			
• Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010	✓		App/Int/Med

App = Application Form
Test = Test
Int = Interview
Pre = Presentation
Med = Medical Questionnaire
Doc = Documentary Evidence (E.g., Certificates)

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School Overview

"The curriculum provides ample opportunities for students to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Students are provided with opportunities to develop leadership skills, for example as peer mentors. Students enjoy and appreciate these roles. The curriculum ensures that students understand how to keep themselves safe in a variety of situations." Ofsted 2018



The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School".*

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (59) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2021, we welcomed students from 27 different Primary Schools, with just 7 being our official "catchment" feeders.

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Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.

"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate students. As one pupil commented, 'We just enjoy feeding off our teacher's energy." - Ofsted 2018

Our Mission
"Educating with care to encourage success for all."

Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.

We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.

We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, Vocational Visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.



"Students are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Students' behaviour around school is exemplary." - Ofsted 2018

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