

APPLICANT

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NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;

- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.



Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and

approach to discipline and the Senior Team have a high presence day in day out in our school.

Our OFSTED report of March 2022 highlighted the excellent relationships, high expectations and pride in our school.

"This is an inclusive school with a diverse and happy community. Pupils are polite and courteous and typically treat people with respect".

"Leaders are ambitious for all pupils at this school. They have high expectations for pupils' work and behaviour. Pupils and staff are proud to be members of the school community". OFSTED March 2022

Newfield School is a valued partner and driving force within the Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 4000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Receptionist

Contract Type & Term: Permanent 37 Hours per week/39 weeks per year

FT Salary: Grade 3 £19,312– £19,698 pro rata

Actual Salary: £16,518–£16,848 (with under 5 years service)

Commencement Date: As soon as possible

We have an exciting opportunity for a receptionist to join our team to provide a comprehensive front of house support service for our busy and vibrant school.

This is an important position in our school and to be successful in this role you must be able to communicate effectively, work under pressure and maintain positive relationships with all members of the school community. You will also have the ability to adapt to the ever-changing priorities and demands of the school whilst maintaining high levels of accuracy, manage sensitive situations with tact and diplomacy and maintain confidentiality.

The position is varied and will include:

- Welcoming all visitors to the building
- Taking all incoming calls to the school – directing callers to the right person, taking messages and screening calls, prioritising as needed and ensuring all messages are emailed to the right person promptly
- Liaising with other stakeholders including other schools, external agencies, parents and members of the public
- Dealing with incoming and outgoing post daily including parcel delivery
- Maintaining a tidy and effective reception area
- Daily use of SIMS database

The working hours for this post are 7:30am to 3:30pm Monday to Thursday and 7:30am to 3.00pm Friday.

Previous experience of managing a busy reception is essential. Experience within a school setting and knowledge of SIMS would be advantageous but not essential. The successful candidate will need to understand the importance and significance of safeguarding and confidentiality and possess excellent communication and interpersonal skills.

Further information and details about how to apply can be found on the school website. For an informal discussion about the post, please contact ruthcressey@newfield.sheffield.sch.uk

To apply please submit a Trust application form to recruitment@merciatrust.co.uk
[Please note we do NOT accept CV's or Council Application Forms](#)

Closing date for applications is Sunday 25 September 2022

Job Description

Post Title:	Receptionist
Grade:	3
Hours/Weeks:	37 hours/39 weeks per year
Responsible to:	Student Services Manager
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- To provide a professional, efficient and welcoming reception service for all visitors in line with the operational needs of the school
- To provide effective and timely communication face-to-face, over the telephone and by written correspondence
- To ensure the safety of students by following appropriate safeguarding guidelines

KEY RESPONSIBILITIES

Organisation

- Welcoming all visitors to the school ensuring signing in procedures are followed, undertaking appropriate safeguarding checks and issuing relevant identification
- Co-ordinating the arrival of visitors to the school, including groups for events and ensuring appropriate staff are advised
- Answering the main school telephone line promptly, dealing with telephone enquiries, taking accurate messages and passing them on promptly by the most appropriate method
- Retrieving and distributing voicemail messages and email enquiries promptly
- Being aware of all relevant school activities and current staff to ensure enquiries are dealt with efficiently and directed to the correct staff ie. parents evening, educational visits, extra-curricular activities and detentions
- Receiving all deliveries to the school and notifying staff as appropriate

- Liaising with other stakeholders including other schools, external agencies, parents and members of the public
- Keeping the reception area tidy informing the Facilities Manager of any health and safety issues

Administration

- Maintain manual and computerised records/management information systems
- Sort and distribute mail ensuring that all outgoing post is franked and ready for collection
- Support with routine clerical tasks such as whole school mail outs
- To update and retrieve student information as appropriate using school systems

Resources

- To operate all computer based and manual administrative and information systems within the school in a secure and confidential manner, and in accordance with policy and procedures.
- Arrange orderly and secure storage of supplies

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

GENERAL DUTIES

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: September 2022

Person Specification

Post Title:	Receptionist
Salary:	Grade 3
Responsible to:	Student Services Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English	Customer service training
Experience	At least 2 years' experience of managing a busy reception Practical experience of telephone network systems,	Previous receptionist experience in a school or college Experience of using the SIMS management software suite.

	word processing programmes & other related computer systems including email (Microsoft Outlook)	
Knowledge/Skills (Ability to)	<p>* The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Understanding of customer care</p> <p>Ability to deal with regular interruptions</p> <p>Ability to maintain a positive approach while working under pressure</p> <p>Accuracy/attention to detail</p> <p>Excellent written and verbal communication</p> <p>Willing to go the 'extra mile' when required</p> <p>An understanding of safeguarding and how it relates to the post of Receptionist</p> <p>Maintain confidentiality and integrity at all times</p>	Information Systems experience
Personal Qualities	<p>A warm and welcoming manner</p> <p>To be self-motivated and able to work independently</p> <p>Confident and reliable.</p>	

	Ability to remain calm under pressure and/or in stressful situations To be able to work as a member of a team Able to take initiative/seek advice as appropriate A sense of humour Comfortable with young people and an empathy for children	
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Candidates should take account of the Person Specification in their supporting information/letter of application

The interview panel will thoroughly explore issues relating to safeguarding and promoting the welfare of children

Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merctrust.co.uk
- Email your completed application to recruitment@merctrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or enquiries@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Closing date for applications is **Sunday 25^h September 2022**

Interview dates are to be confirmed

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.