

mulberry
Wood Wharf Primary

Receptionist/Admin Assistant

Job Pack



Welcome

The Mulberry Schools Trust is a flourishing multi-academy trust set up in 2017 in Tower Hamlets. Our vision is to provide an outstanding education so that our students leave us as highly qualified, confident and articulate young people. Our family of schools includes Mulberry School for Girls, Mulberry UTC, Mulberry Academy Shoreditch, Mulberry Stepney Green Maths, Computing and Science College, Mulberry Wood Wharf Primary, Mulberry Academy Woodside, Mulberry Canon Barnett Primary and Mulberry Academy London Dock

In each of our schools, we have a very clear statement of purpose – ‘outstanding achievement for all’. This vision is underpinned by the desire to do more for high-quality education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate, and imaginative offer for parents and their children in East London.

By joining the Mulberry Schools Trust, Mulberry Wood Wharf Primary, will become part of our family of schools, with a commitment to working together to secure a great future for every child within our care.

The values of the Trust align directly with those of Tower Hamlets. We have stayed true to our ethos and principles since our founding moment. We base our policies on fairness, transparency and inclusion, whilst taking into consideration the ever-changing world our students are growing up in.

Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our families and we hold true to the fundamental principles of equal opportunity and inclusion for all. Visit our website below for more information about our work.

We look forward to meeting you.

Dr Vanessa Ogden

CEO
Mulberry Schools Trust



Our Vision

Our vision is to be a key provider for quality education so that all of our students leave us as highly qualified, confident and articulate young people with a wealth of experience.

This vision is under-pinned by moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high-quality offer.

A Mulberry education is premised on three under-pinning principles:

1. Access to education and the chance to be educated is a human right in a civilised world.

We believe that every young person should receive the same opportunities and quality of education, regardless of their natural ability or where they come from. Our Trust was formed to enable our partners to deliver the best possible educational outcomes for their young people and the communities they serve through sharing expertise and promoting outstanding practices.

2. Education should provide rich intellectual and personal development for individuals and communities of people.

An education offered by the Trust is concerned with the spiritual, moral, social, cultural and physical development of people so they have self-determination and can create for themselves fulfilled, happy lives. It is also concerned with equipping people for employment, making a contribution to the economy as well as enabling them to sustain themselves financially.

3. Education is a public good.

To have universal school education brings economic and social benefits to the whole of society; it creates greater peace, prosperity and economic and social well-being. The Mulberry Schools Trust is outward facing and contributes to education beyond the doors of its own schools.

These principles shape the aims of the Trust's education: the curriculum that is delivered, the personal development that is offered and the wider opportunities that are provided across the system.

Our Aims

Our aim is to develop creativity, leadership and a life-long love of learning in our students which will enable them to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

Every student will receive an education that:

1. Engenders high levels of academic and technical ambition
2. Provides rich personal development
3. Enables the development of students' high aspirations and self-determination

Bringing Down Barriers to Success

Our shared background in providing for disadvantaged communities has inspired the Trust to build up a broad network of partnerships to aid and develop student experience, opportunity, drive and success. It is our belief

that there should be no barriers to each child's future and that society should, and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching that is reinforced by excellent support for learning and intervention.
- Deliver inclusion services that assist personal development.
- Provide excellent pastoral care so no student goes unsupported.
- Continually develop strong leadership and have high levels of expertise in education, supplemented by knowledgeable, committed and challenging governance.

Partnerships with Impact

The Mulberry Schools Trust's corporate and arts partners, such as Bank of America Merrill Lynch, the British Film Institute, the National Theatre, the London Stock Exchange Group, the Donmar Warehouse, the Southbank Centre, Barts NHS Trust and others, will all contribute extensively and be central to the wider extra-curricular experiences that the Trust is able to offer to achieve its aims.



About Mulberry Wood Wharf Primary

Mulberry Wood Wharf Primary is a brand new primary free school, it will be a two-form entry primary school, mainly serving families in the new Wood Wharf housing development where over 3,000 new homes have been built, and the surrounding area.

Our vision for Mulberry Wood Wharf Primary is to create an outstanding, fully inclusive primary school that ensures the needs of all children are met and which makes a vibrant and meaningful contribution to residents in the surrounding area.

We believe in the importance of primary education in shaping a child's adult life. We know that children's futures are often formed by the age of 10 and we regard the place of nursery and primary education as an essential part of our family.

Our curriculum offer at Mulberry Wood Wharf Primary will ensure pupils learn about their local and national communities and international issues. We will encourage active participation through pupil-led activities, such as working with charities, fundraising and helping others. We will ensure students are fully aware of both their rights and responsibilities. We will use our curriculum as a vehicle for children to be educated about current world issues, such as the environment, poverty and human rights.

Coherent routes through education from nursery through to age 19 are powerful, not just for children but for schools and their communities, in terms of improving practice and knowing families well, establishing long-standing positive relationships to benefit children as they progress.

Mulberry Wood Wharf Primary is based in Canary Wharf in the Wood Wharf district of Canary Wharf, Isle of Dogs, London, E14.

The School Day

The school day for Mulberry Wood Wharf Primary will be as follows:

- 7.30-8.45 Breakfast club
- 8.50-9.00 Arrival
- 9.00-10.15 Block one
- 10.15-10.45 Break/play
- 10.45-12.00 Block two
- 12.00-1.00 Lunch/play
- 1.00-3.30 Block 3
- 3.30-5.30 Enrichment/after school classes / wrap around supervision

Subjects will be timetabled in blocks:

- Block one – English and literacy, reading.
- Block two – Mathematics, numeracy and computing

- Block three – Humanities, Science, MFL, Arts, Sport

The timetable will not always have English first – subjects will be rotated each day.

Hours allocation per week / % curriculum time

We will allocate curriculum time within the timetable, as follows:

- English and literacy 7.5 Hr 33%
- Maths, Numeracy and Computing 7.5 Hr 33% Science and PE 3 Hr 13%
- Arts/MFL 3 Hr 13%
- Humanities/PSHE and RE 1.5 Hr 7%



The Curriculum

The curriculum is ambitious, broad and balanced, tailored to the needs of Mulberry Wood Wharf Primary's community. It is consistent with the fully inclusive, aspirational vision of the Mulberry Schools Trust and focused on outstanding achievement for all. Mulberry Wood Wharf Primary will be an educational environment in which all pupils will become accomplished and confident with the skills and aspirations to move to each phase of their education from early years to primary, on to secondary and into higher education, training or employment at age 19.

Our curriculum will follow the National Curriculum, with PSHCE (Personal, Social, Health and Citizenship Education) and the local agreed syllabus for RE (Religious Education). Spiritual, moral, social and cultural development will be infused throughout children's learning experience. Outdoor learning and physical education will also feature strongly within the daily life of the school, using to full advantage the leisure centre facilities available to the school as well as the local park close by. The River Thames itself and the waterways within the Isle of Dogs will also provide a rich external environment for learning from which our curriculum will benefit.

The curriculum will be based upon strong, well-planned teaching and learning in English and mathematics with other subjects taught through both a thematic and discrete approach. There will be cross-curricular links and vibrant experiences with enrichment activities appropriate to age and need, to bring the curriculum alive and to engage and motivate pupils. Extra-curricular activities will be planned to deepen learning, provide opportunities for pupil choice, give time for additional tuition where necessary and allow children with emerging and established talents to flourish. Our wrap-around care provision and homework will add further opportunities for enrichment and deeper learning.

For the most able, the curriculum will stretch and challenge pupils and allow for quick progress in basic skills, with opportunities for cross-curricular learning to be applied to different situations and for the deepening and extending of knowledge.

CURRICULUM PRINCIPLES

Our aims are focused on the intellectual, practical and personal development of children. The following underpins our curriculum model:

- ⦿ English – A swiftly growing competence in the essential basic skills of speaking, listening, reading and writing with the ability to use language fluently to express themselves through a variety of forms.
- ⦿ Maths – A swiftly growing competence in the essential basic skills of number and mathematics, promoting their proficiency in logic, problem-solving and number pattern, with an appreciation of the use of number throughout daily life, as well as in its more abstract forms
- ⦿ Foundation subjects and RE – A strong knowledge and understanding of the world around them learned through the foundation subjects and RE, with a love of learning and the ability to pursue their passions further independently. The arts, sciences, computing and digital technology will be at the forefront of our enrichment programme for pupils, drawing upon the resources of our external partners
- ⦿ Spiritual, moral, social and cultural development – A deep knowledge of themselves through engagement with PSHCE and rich, varied and frequent opportunities for spiritual, moral, social and cultural development.
- ⦿ Creativity – The capacity for imagination, curiosity and creativity, promoting the desire for discovery, invention and entrepreneurialism
- ⦿ Learning without limits – Resilience and self-regulation in learning, with a 'growth mindset' and the ability to know when to ask for help from peers and adults and how to find it
- ⦿ Social skills – A range of social skills, capability in teamwork and capacity for independence from adult support in learning
- ⦿ Engagement with the physical environment – Experience of outdoor learning, engaging with the environment through physical activity and exploration. There will be a full range of trips and visits to promote this development
- ⦿ Self-care and physical development – Knowledge of self-care and how to look after physical health as well as emotional and mental well-being

Job Description

Job Title:	Receptionist/Admin Assistant
Reports to:	Headteacher
Salary scale:	NJC Scale 4 – (SCP 7 – 10)
Work Pattern:	20 hours per week, Term Time only
Hours of Work:	8.30am – 12.30pm, subject to change with service requirements

About the Role

This role will be a receptionist for the school and will have a general administration remit at Mulberry Wood Wharf Primary.

The purpose of the job is to support all general administration at Mulberry Wood Wharf Primary school and to be the receptionist for the school.

The school opened in September 2022 and we moved into the new site in September 2024. The admin team will be small but busy and will involve a wide range of general administration tasks to support the opening of a new school.

Key Accountabilities, Duties and Responsibilities

This post is in a new school and will include reception duty as the main receptionist and a wide range of administration support. This role works closely with the senior admin manager and the Headteacher to support the effective running of the school.

All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community.

The post holder is expected to be sensitive to the needs and expectations of the local community.

General Key Accountabilities, Duties and Responsibilities

- All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community.
- To present the professional and welcoming face of the school to all visitors, staff and students, including telephone callers.
- To ensure all visitors are signed into the school in accordance with safeguarding procedures.
- To respond to queries from parents/carers and the public with exemplary professionalism, ensuring that any messages or complaints are immediately dealt with, forwarded to the appropriate member of staff or escalated as required.
- To ensure the overall appearance of the reception area is tidy, professional and presentable always.
- General administrative duties such as typing, photocopying, filing, collation and distribution of post.

- To assist school staff in all aspects of school life, including contacting parents and pupils where necessary.
- To provide general support to the school with event preparation
- Take the lead in providing reception cover and all associated duties

Administration

- Provide a full range of general admin support as directed and support the setting up and running of the new school with a range of general admin support
- Provide HR administration support for recruitment, including support with interview arrangements, pre-employment checks, reference checking and compliance checking
- Maintain manual and computerised records/management information systems.
- Assist the school by maintaining good relationships with staff, parents, governors, contractors, representatives and external agencies to promote the objectives of the school.
- To establish and maintain appropriate pupil records on SIMS e.g. late arrivals, early leavers, absences, paper registers, etc.
- To manage the school's visitors list by updating InVentry and creating visitor groups on the system.
- Sort and distribute mail and top up franking machine when required.
- Reporting any concerns about student attendance, special needs, child protection or general wellbeing using the appropriate system.
- Other duties as may reasonably be requested by the line manager or senior team.

Other Duties

- First aid responsibility for paediatric first aid (training will be provided)
- First aid responsibility for staff first aid (training will be provided)
- Be involved in general school duties.
- Be aware of and comply with school and Trust policies and legal requirements.
- Be a role model to pupils in the school
- Contribute to the overall ethos of the school and be committed to helping pupils access learning.
- Participate in school training as appropriate and commit to your own continuous professional development
- To engage actively in the support staff appraisal review process

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust.
- Any safeguarding and child protection issues will be acted upon immediately by informing a Designated

Child Protection Lead.

- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who maybe affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

Person Specification

Qualifications and experience

- Experience of schools' administration
- Experience of maintaining effective and accurate records in line with Data Protection requirements
- Good standard of general education, including literacy and numeracy skills

Knowledge

- Delivering a high-quality service
- Range of general administrative duties
- Good ICT skills and experience, including Word, Excel, and SIMS
- Knowledge of how to work with children of relevant age (from early years – to year 6)

Skills

- Ability to relate well to children and young people
- Flexibility and ability to respond to multiple demands and to prioritise
- Ability to work well with colleagues and parents
- High level of adaptability to changing demands
- Work constructively as part of a team
- Ability to plan and organise work to meet varying deadlines
- Ability to work on own and take initiative
- Strong written and verbal communication skills

Personal Attributes

- Presents a positive role model in carrying out duties and when representing the school.
- Commitment always to act with integrity, honesty, loyalty and fairness
- Values the needs of individual children and the diversity of their cultural backgrounds, providing equal opportunities in access to learning
- Be a good listener who exemplifies to others how to be an effective reflective practitioner and life-long learner
- Possess excellent communication skills both verbal and written
- Warmth and enthusiasm, with an ambitious approach to promoting children's learning
- A desire to learn and participate in appropriate training

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.

This job description and person specification is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder.

How can I apply?

You will need to complete the application form available on the school's website- <https://www.mulberrywoodwharf.org/> explaining why you are the right person for this exciting opportunity. Please be aware that we do not accept any CVs.

Please submit your application to: admin@mulberrywoodwharf.org

If you have any questions about the role or the process, please get in touch with the Trust's HR Business Partner, Husna Bibi - hbibi@mulberryschoolstrust.org

Closing Date: 9am, 8th January 2025

Interview Date: TBC

Start Date: ASAP

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.