



# Brighter Futures Learning Partnership Trust

**APPLICATION INFORMATION**

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## Job Description

**JOB TITLE:** Receptionist/Admin Assistant for the Brighter Futures Learning Partnership Trust (based at West Road Primary Academy)

**BAND:** 5, Scale Points 4-6

**RESPONSIBLE TO:** Headteacher, Office Manager, Brighter Futures Learning Partnership Trust

### Overall Responsibility:

- To provide receptionist duties
- Provide administrative support for the school office, undertaking general clerical and word processing duties
- To assist to maintain all areas of pupil information, including attendance registers
- To complete school meals administration
- To communicate with parents, professionals, visitors and other stakeholders

### Main Duties:

- To provide receptionist duties
- To be the first point of contact ensuring friendly and efficient communication, including answering telephone, taking messages and dealing with queries
- Ensure that visitors are welcomed and directed to the appropriate person and organise refreshments where required
- Operate the security door lock and ensure safeguarding process are followed (checking ID and asking to sign in)
- Provide administrative support for the school office, undertaking general clerical and word processing duties, including typing letters and documents, photocopying
- To be prepared to undertake jobs allocated by the Office Manager/Headteacher on a daily/as required basis
- Assist with the processing and distribution of mail and emails (sent to the Admin inbox)
- To maintain all areas of pupil information, including attendance registers
- To help maintain confidential computer files and update when necessary
- To complete school meals administration
- To complete documentation, etc, associated with Cool Milk and milk provision for pupils
- Collate pupil meals numbers and share with the kitchen

- To support the Trust's debt policy by sending reminder texts and letters, where directed
- To communicate with parents, professionals and other stakeholders
- To communicate with outside agencies/services e.g. EWO, school nurse, engineers, contractors and direct enquiries to relevant personnel

**Other duties, professional development and conduct:**

- To attend relevant training courses
- At all times to be aware of the confidentiality required of staff working in school

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust**



## Person Specification

**JOB TITLE:** Receptionist/Admin Assistant for the Brighter Futures Learning Partnership Trust (based at West Road Primary Academy)

**BAND:** 5, Scale Points 4-6

**RESPONSIBLE TO:** Headteacher, Office Manager and Brighter Futures Learning Partnership Trust

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>➤ GCSE (or equivalent) English and Maths at Grade C or above</li> <li>➤ A good standard of education up to NVQ Level 3 or equivalent</li> <li>➤ A willingness and ability to obtain and/or enhance qualification and training for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Relevant Experience</b>		
<ul style="list-style-type: none"> <li>➤ Experience of using SIMS database on a daily basis</li> <li>➤ Experience in clerical and administrative tasks</li> <li>➤ Experience of working in a school office environment</li> <li>➤ Knowledge of banking/monies/office systems</li> <li>➤ Experience of using parent communication and payment systems i.e. Teachers2Parents and ParentPay</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Special Knowledge &amp; Skills</b>		
<ul style="list-style-type: none"> <li>➤ Excellent written and oral communication skills</li> <li>➤ Excellent ICT skills, in particular Microsoft Office and SIMS database</li> <li>➤ Excellent organisational skills and experience of using, maintaining and developing administration systems</li> <li>➤ To understand the need for confidentiality and data protection</li> <li>➤ An ability to work on own initiative as well as part of a team</li> <li>➤ A friendly approach to all staff, pupils, parents/carers &amp; visitors</li> <li>➤ An ability to manage own workload and prioritise tasks effectively</li> <li>➤ Ability to act on own initiative with a flexible approach</li> <li>➤ The capacity to maintain accuracy in the performance of routine tasks</li> <li>➤ An ability to pay attention to detail</li> <li>➤ An ability to meet tight deadlines</li> <li>➤ An understanding of how primary schools work</li> <li>➤ Knowledge of educational legislation</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>➤ High expectations of self and others</li> <li>➤ Enthusiastic, reflective, organised and versatile</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	

➤ Committed to Continuous Professional Development and is evaluative; able to reflect on past experiences	✓	
➤ Respects the need for confidentiality	✓	
➤ Works collaboratively and supportively with colleagues within the school and other agencies and as part of a school team	✓	
➤ Is calm when working under pressure	✓	
➤ Is honest and shows due respect and compliance to Trust policies	✓	
➤ Is self-aware and effectively manages own time	✓	
➤ Able and willing to use own initiative	✓	
➤ Able and willing to be involved in the wider school community	✓	
➤ A good sense of humour	✓	
<b>Safeguarding</b>		
➤ Has a good understanding of safeguarding	✓	
➤ Is proactive in promoting a safeguarding culture	✓	
➤ Understanding of child safeguarding procedures	✓	
➤ Previous experience of dealing appropriately with safeguarding issues		✓
➤ Demonstrates a commitment to Fundamental British Values	✓	
➤ Personally committed towards making improvements for children	✓	
➤ Up to date safeguarding training		✓
<b>Personal Circumstances</b>		
➤ Circumstances should not in any way preclude attendance at evening meetings and other in-service commitments	✓	

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**

**The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**

## How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9:00am on Monday 21st October 2024. Please send completed applications and cover letters should be sent to [admin@westrd.doncaster.sch.uk](mailto:admin@westrd.doncaster.sch.uk)

Interviews will be held on Friday 25th October 2024.

\*Please note that if you have not been contacted by Tuesday 22nd October 2024, you have not been shortlisted for interview.

## Good luck with your application.