



Receptionist and Administration Assistant  
**September 2024**

Dear Applicant,

Thank you for enquiring about the position of Receptionist and Administration Assistant at The Boulevard Academy.

As Interim Headteacher, I feel fortunate to work with an outstanding and dedicated team of colleagues who are working well our students and community.

The Boulevard Academy opened in September 2013 as a result of a need to offer greater opportunities for children locally, to learn and develop in a way that's best for them and our aim is to offer learners and parents a community-centred secondary education.

I firmly believe that every child has unique skills and talents and that they should be given every opportunity to develop them. I hold an unwavering expectation that all children can and will succeed.

I want to ensure:

- That every child makes progress, no matter what their starting point
- That our teaching will be matched to needs
- That we support our community.

A recent physical expansion has led to increased student numbers and wider specialist provision for specific students.

CPD and innovative staff development is how we develop and grow. Staff joining us will have opportunities for development at all levels and I encourage all staff to actively contribute their ideas in developing new ways of working.

I look forward to reading your application and meeting you

**Ray Khan**

**Interim Headteacher**





# Welcome to The Boulevard Academy

## Our Mission Statement:

To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT  
Tel: (01482) 217898 | Email: [people@thrivetrust.uk](mailto:people@thrivetrust.uk)





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



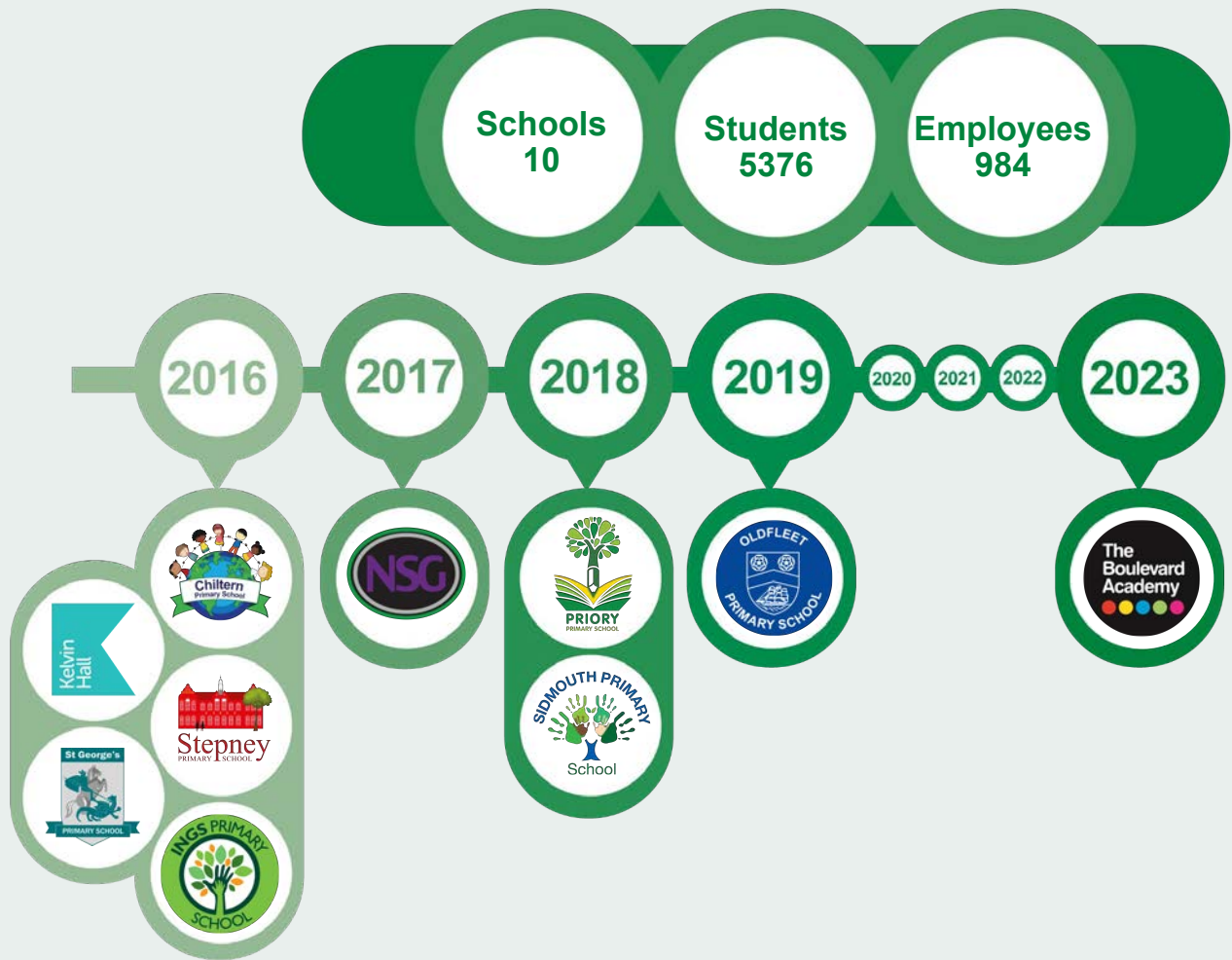
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

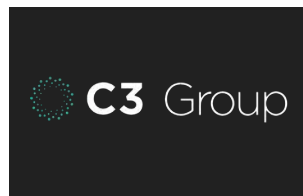


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



**Receptionist / Administration Assistant**  
**Salary: Grade 4 Point 5 - 7 (£21,295 - £21,977 actual salary per annum)**  
**Hours: 37 hours per week, Term Time plus 5 days**  
**Monday - Thursday 8:00am to 16:00pm and Friday 8:00am to 15:30pm**  
**Permanent**  
**Start date: 04/11/2024**

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; two secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

The Boulevard Academy aims to create a positive learning culture that is aspirational and supportive, with excellent opportunities for professional development.

We are looking to recruit an enthusiastic individual to support with a wide range of administrative tasks across the school. You will possess excellent communication skills and will be required to liaise with parents/carers and outside agencies, supporting a busy reception. We are looking for a self-motivated, efficient and well organised individual who is able to work on their own initiative and willing to take on new challenges. Experience of working in an office environment and using Microsoft Office is essential. A Grade 4 qualification or above (or equivalent) in English and Maths is essential.

Should you wish to have an informal and confidential discussion and/or arrange a visit, please call us on 01482 217898 or email [info@theboulevardacademy.com](mailto:info@theboulevardacademy.com) and we will be happy to facilitate this.

**Closing date: Friday 20th September 2024, 12 noon**

**Interview date: Tuesday 1st October 2024**

As part of Thrive Cooperative Learning Trust's commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be undertaken on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicant's Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



# Job Description

<b>Post Title</b>	Receptionist & Administration Assistant
<b>Grade</b>	4
<b>Location</b>	The Boulevard Academy
<b>Reporting to</b>	Senior Administrator

## Purpose of Role

To provide a professional response to telephone, email and face-to-face queries, referring matters as necessary to the appropriate team members. To provide general day-to-day clerical and administrative support as a member of the school's administration team, as directed and under the supervision of the Senior Administrator.

## Key Responsibilities

### Reception

1. To promote and safeguard the welfare of children and young people.
2. Answer and respond to all telephone enquiries in a timely and professional manner and ensure all messages are relayed to the appropriate staff member accurately.
3. To receive visitors to the school and communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies, and the wider community, including answering general telephone and face-to-face enquiries.
4. Dealing quickly and sympathetically with student enquiries and needs as necessary.
5. Ensuring all visitors to the school are registered in accordance with school safeguarding policy and have the appropriate identification as a school visitor.
6. Sign in deliveries and packages and ensure that the relevant staff know that the package has arrived and is ready for collection.
7. Assist parents with the use of school systems, Arbor, ParentPay, and FSM voucher systems.
8. Handle incoming and outgoing mail as appropriate including franking outgoing mail, arranging special deliveries, and sorting incoming mail.

### Administration

9. Manage the school mailbox ensuring messages are dealt with in a timely manner.
10. Book and arrange transport for after school activities.
11. Administer first aid on a duty rota. Full training provided.
12. Provide comprehensive administrative support for the Academy e.g. creating letters, photocopying, filing, printing, laminating, completing standard forms, responding to routine correspondence.
13. Maintain and collate pupil records and maintain the Management Information System.
14. Provide administrative support during open evenings, parents evening and school events where necessary.
15. Any other duties of a similar nature or level as requested by the School Business Manager and/or the Senior Administrator

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	NVQ level 2 or equivalent or experience in relevant discipline	✓		AF, CQ
	First Aid Qualification		✓	AF, CQ
<b>Relevant Experience</b>	Experience of working in a reception/customer facing environment	✓		AF, I
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	The ability to work independently and use initiative			AF, I
	Basic IT skills, including the use of Excel, Google Documents, Gmail	✓		AF, CQ
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional effective working relationships with parents, children, colleagues and other agencies who work with the school	✓		AF, I
	Excellent communication skills	✓		AF, I
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.			AF, I, CQ
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)





# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact 01482 217898 or [info@theboulevardacademy.com](mailto:info@theboulevardacademy.com)

**Closing Date: Friday 20th September 2024, 12 noon**

**Interview Date: Tuesday 1st October 2024**



The Boulevard Academy, 75 Massey Cl, Hull HU3 3QT  
Tel: (01482) 217898 | Email: [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

