

The logo consists of four rounded square shapes arranged in a 2x2 grid. The top-left is light blue, top-right is light green, bottom-left is yellow, and bottom-right is a darker green.

BLACKDOWN  
EDUCATION  
PARTNERSHIP



BELIEF IN EVERY CHILD



## **WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP**

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





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HEADTEACHER : MRS LAURA JENKINS

## WELCOME TO UFFCULME SCHOOL

Dear Applicant

Thank you for your interest in this post. This is an exciting opportunity for us to recruit a motivated and enthusiastic Receptionist/Administrative Assistant to join our existing highly successful team at Uffculme School.

Uffculme is a happy and friendly school with high ambitions for every student. We are fully inclusive but are relentless in our determination that every child will fulfil their potential. Our reputation and outcomes speak for themselves and although we are regularly the top performing comprehensive school in the region, we refuse to be complacent. We want to be the best school we possibly can be and are always looking for ways in which we can develop and improve.

Working on Reception, you will be the first point of contact for visitors to the school and will provide a friendly and professional welcome, as well as supporting school staff with crucial communication and administrative tasks.

If you wish to visit the school before applying, or if you have any questions, please contact our School Business Manager, Mrs Mary Rousseau on [rousseau@uffculmeschool.bep.ac](mailto:rousseau@uffculmeschool.bep.ac) or 01884 840458.

We are committed to safeguarding and promoting the welfare of children and all candidates are expected to share this commitment. This post is subject to a satisfactory enhanced DBS check.

A handwritten signature in black ink that reads "L Jenkins".

Laura Jenkins, Headteacher

# The Opportunity



## **Receptionist/Administrative Assistant**

- 30 hours per week, (8.00am to 2.30pm, ½ hour unpaid lunch), permanent post
- 39 weeks per year (Term time plus 5 INSET days)
- £24,404 - £25,183 FTE; actual salary £16,944 - £17,485 (NJC points 4-6)

## **Main Job Purpose**

- To provide an effective and efficient reception and administrative service for the school

**See the Job Description for a full breakdown of the role and responsibilities.**

**Closing date: Monday 20<sup>th</sup> January 9.30am; interviews will be held on Friday 24<sup>th</sup> January**

**Early applications are encouraged as the Trust reserves the right to close the vacancy early should suitable applications be received.**

# Job Description



Post	Receptionist/Administrative Assistant
Grade	NJC points 4-6
Hours	39 weeks per year, permanent
Responsible to	School Business Manager

## **Key Purpose of job:**

To provide an effective and efficient reception and administrative service for the school

## **Duties and accountabilities of post:**

### Reception

- Provide a welcoming, efficient and effective presence in Reception
- Greet visitors, complete signing in/out procedures, issue visitor badges and contact appropriate members of staff to accompany visitors
- Update the school's Single Central Record (SCR) with DBS information for contractors, trainee teachers and other visitors in line with safeguarding procedures
- Ensure safeguarding protocols are followed by all visitors to the school
- Assist parents and visitors with queries, either in person or on the telephone
- Answer the school switchboard, directing calls as appropriate and delivering clear, accurate messages as required
- Receive post and distribute to appropriate staff. Ensure any outgoing mail is franked and collected at the end of the day

### Administration

- Monitor the school office email, responding to emails or forwarding to other staff as required
- Compose/proof read correspondence to parents and carers on behalf of teachers and other staff
- Send communications to parents and carers through the school's MIS (Bromcom)
- Book meeting rooms as requested by school staff
- Update school calendars as needed
- Assist with booking of school and external minibuses for trips and fixtures as required
- Assist with school trips administration, including sending information to parents, preparing attendance lists
- General administration in support of school organisation including filing, updating and maintaining records, photocopying

**BELIEF IN EVERY CHILD**

- Any other duties requested by the School Business Manager

#### Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant Designated Safeguarding Lead

#### Data Protection

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

#### **Other responsibilities**

- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the school/team;
- Maintain positive, professional relationships with students, parents / carers and colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles;
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members;
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at;
- This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than to the location of your normal working location, will be as per the Trust's travel policy;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

# Person Specification



## Receptionist/Administrative Assistant

### Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes

Qualifications	Essential	Desirable
Minimum of English and Maths 5 GCSEs or equivalent, at grade 4 or above	✓	
Relevant Level 3 qualification		✓
Experience		
At least 2 years' successful experience of administrative work in a busy school environment or equivalent	✓	
Demonstrable experience of working with Microsoft packages, including Excel and PowerPoint	✓	
Experience of working with school MIS such as SIMS and Bromcom		✓
Experience of working in a school		✓
Skills and Knowledge	Essential	Desirable
Ability to communicate confidently and courteously with a wide range of people at all levels, including students, parents, staff and external stakeholders	✓	
Excellent organisational skills	✓	
Attention to detail and accuracy	✓	

Ability to work effectively as part of a team and to use own initiative	✓	
Ability to manage own workload and meet competing deadlines	✓	
<b>Behaviours</b>		
Resilient, able to work under pressure		
Ability to adapt to change		
Flexibility and a positive attitude		
Willingness to commit to additional training and development		
Commitment to safeguarding and equality		





# We believe in the potential of every child

## OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools



UFFCULME PRIMARY SCHOOL



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## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



