



GREENSHAW
LEARNING TRUST



**Receptionist / Administrator
Recruitment Pack**



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Dear Candidate

November 2024

Thank you for your interest in the role of Receptionist / Administrator at Blaise High School. Blaise High School is a disruption free environment which ensures that teachers can teach and students can learn every second of every lesson, day by day. We are committed to our values of Aspiration, Integrity and Pride. This means we expect the very best outcomes for all our students and we expect that all of our students will work exceptionally hard every day. We show our pride in our incredibly high standards from uniform, to our world class curriculum and reading programme. We are a school rich in diversity and we celebrate this daily. All of us believe that all of us can be successful no matter our background or starting point. We work together as a teaching team to ensure we are consistently able to improve our practice, as a school to celebrate and have fun together and as an entire community to be sure all of our students are ready to be successful every day. Blaise High School is privileged to be part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email bristowj@blaisehighschool.co.uk to arrange a suitable time.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.



Blaise High School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information Jade Bristow, PA to the Headteacher & HR Lead via email, bristowj@blaisehighschool.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Nat Nabarro
Headteacher



Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).



The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts



Terms and Conditions

- Line Managed by:** Student Services and Reception Manager
- Line Management:** None
- Contract:** Permanent
- Salary:** Salary calculated in line with Bristow City Council BG7 pay scale, point 8s (8-11) - £25,992 Full Time Equivalent. **Actual Salary £13,386.** Term Time only plus Insets.
- Hours of Work:** **3 Days** - 8.15am to 4.15pm Days to be discussed at interview.
- Place of Work:** Blaise High School, Station Road, Henbury Bristol, BS10 7QH
- Medical Examination:** The appointment is subject to a satisfactory medical report
- Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- Holiday Entitlement:** The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
- Probation Period:** New employees are required to complete a six-month probationary period
- Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
- Right to Work Check:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance



Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

This is an extremely exciting time to join the Main Office and we are looking to appoint an enthusiastic and dynamic individual to fill the vacant post. If you decide to apply for a position with us, you will be joining a committed team of over 130 staff who make it their business to give our students the very best chance of realising their potential and empowering their lives.

At Blaise High School we see all our staff as experts and professionals. As a Receptionist/Administrator, you will work under the guidance, support and direction of the Student Services & Reception Manager, who will line manage you. You will be part of a team of three staff who are responsible for overseeing the reception of our school; being the first point of contact with parents/carers, visitors, students and members of our community. You will work within the school office providing administrative support to staff. We would want you to become First Aid trained if you are not already, so that you can assist in this role.

Job Purpose

The Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the Student Service & Reception Manager with various administrative tasks.

Key Duties

- Welcome our visitors/callers to the school, and support staff and students in a variety of tasks.
- Undertake reception duties, answer telephone calls and respond to face-to-face enquiries
- Follow school security procedures regarding access and entry to the premises
- Undertake a range of administration tasks, including but not limited to, first aid, student data, communication with parents
- Maintain manual and computerised records/management information systems
- Undertake reception duties, word processing and other IT based tasks
- Undertake photocopying, filing, and completion of routine forms
- Sort and distribute mail; prepare outgoing mail
- To assist with any evacuation procedure (e.g. fire) in liaison with the Site Team
- Liaise with the Site Team to ensure that all deliveries are placed in the correct area to await collection or distribution by the Site Team
- Keep records of all deliveries so that they can be tracked and accounted for
- Manage the post and the online payments systems used.
- Distribute all incoming post and ensure all outgoing post is available daily
- Receive and pass on messages etc. to staff



- Monitor and action communications to the generic school email address
- Undertaking such other duties and responsibilities as may be reasonably requested by the Office Manager or the Senior Leadership Team, in accordance with the relevant Pay and Conditions document.

Staff Development

- To continue personal development in the relevant areas
- To engage actively in the Performance Management process
- To participate in whole school CPD programmes

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To collaborate in the delivery of school improvement priorities
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- To adhere to the School's Safeguarding Policy.

Supervision

The post holder will be expected to work with limited supervision to an established work pattern. Variations in work requirements or allocation will be determined by the Head of Department.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Minimum of Maths and English at Grade C/4 or Equivalent. • Efficient and accurate use of IT packages such as GDrive, Word, Powerpoint and Excel and use of an electronic calendar. • NVQ Level 2 Administration qualification or equivalent • Experience of dealing effectively with the general public. • Worked effectively as part of a small team; significant contribution to team working. • Experience of undertaking a range of administrative tasks demonstrating strong organisational skills • Excellent time management • Ability to work accurately under pressure in a busy environment and retain a calm demeanour. • First Aid Certificate 	<ul style="list-style-type: none"> • NVQ level 3 Administration qualification of willingness to train. • Knowledge of national and educational developments • Experience of MIS systems such as Bromcom preferred but training will be given. • Experience of working within a school setting.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Attention to detail and high levels of accuracy. • Self motivated, setting challenging personal objectives and targets. 	<ul style="list-style-type: none"> • Understanding of child Protection and Safeguarding
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	<ul style="list-style-type: none"> • Written communications are appropriate for the intended audience and grammatically correct. 	



The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59am Monday 25th November 2024. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on Monday 25th November 2024. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on Week commencing 25th November 2024. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post Monday 6th January 2025

6. Additional information

For further information, please contact *Jade Bristow, Headteacher's PA and HR lead*, Via email bristowj@blaisehighschool.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.