



MacIntyre Academies
Discovery Academy

Receptionist / Administrator



Discovery Academy, Nuneaton, Warwickshire

Application Pack

Recruitment Advertisement

Receptionist / Administrator

Job Title: Receptionist / Administrator

Reference No: DA RA 062025

Salary*: FTE B19 £24,391.46 – B21 £24,761.99

Hours of Work: 25-30 hours per week TTO (Negotiable)

Location: Nuneaton, Warwickshire

Come and be part of an exciting and creative academy in Nuneaton for children and young people with autism and/or social, emotional and mental health needs.

About Us

In September 2015, MacIntyre Academies Trust opened a new Academy in Nuneaton, Warwickshire; catering for children and young people aged between 9 years (Year 5) and 19 years with an autism diagnosis and / or an underlying condition that has enabled them to receive an EHC plan for ASC or SEMH. MacIntyre Academies is sponsored by MacIntyre Charity, which over the last 50 years, has developed a strong reputation nationally, as a high-quality, person-centred organisation.

The Role

We are currently recruiting for a professional Receptionist/Administrator to join this exciting school to provide a positive front of house experience for all visitors to the academy. In this role you will provide administrative support service to the School under the direction of Office Manager. This will include front of house management, including switchboard, greeting/welcome visitors and preparation of rooms for meetings. In addition administration tasks including filing, photocopying, mail and goods receipting, stock maintenance, scanning and other general administrative duties. You will maintain student records on the relevant management systems; You will also provide a positive front of house experience for all visitors to the academy.

About You

You need to be an experienced Receptionist / Administrator with excellent key board skills and knowledge of all relevant Microsoft packages to include Word, Excel and Outlook. It is desirable that you have a relevant secretarial or administrative qualification such as an NVQ level 2 or equivalent and knowledge of school databases such as SIMS, however this is not essential as training will be provided. You need to be able to demonstrate excellent communication skills both written and verbal, be able to work well within a team and under pressure within tight deadlines.

Benefits

Our people are the heart of our success and we offer an attractive package, including:

- A competitive salary
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Driving training – MPV minibus awareness course

- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self-service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Education Staff which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess the suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

*Salaries are based on full-time equivalent (FTE) per annum and are dependent upon experience

Letter from Principal

Dear Applicant

Discovery Academy is an education environment like no other – we work on child centred approaches and don't sweat the small stuff! We are looking for the right person to join our team. We have recruited an amazing team of staff from many and varied experiences and backgrounds. They have taken to the role and challenges with enthusiasm, resilience and imagination. You may have mainstream (primary or secondary) or special education experience.

We work with children aged 9 – 19, and blend a Primary “Care” Model with a Secondary “Curriculum” Model and MacIntyre's Family Focus. We now have 105 children on roll. All our children have an EHC plan, often for Autism but also for SEMH. Simplistically as children get older they have more specialist teachers. Qualifications are tailored to need. The core curriculum is Maths, English, Science, ICT, Food and PE – supplemented by Thrive, PSHE, social skills and the core skills of Literacy and Numeracy. We are now seeking to expand the impact of the arts in our school to enable the development of learning skills, musicality and expression to support regulation in our pupils.

Your qualities are as important as your qualifications - we need staff who are non-judgemental, unconditionally accepting and resilient. Each day bring a fresh start, new challenges and many rewarding moments.

Teachers are currently working in 12 teams; usually 9 children with an HLTA and 1 TA (minimum). Off-site work is vital to our approach and success and this includes forest schools, farm visits, swimming, shopping, and a range of sports including archery, boxing and gymnastics. We also have a programme that keeps our students safe, and maintains learning as appropriate, when they are in times of crisis that all staff must be trained in and be ready and able to use to maintain safety if required.

If you would like to have an informal conversation about the opportunities please contact me at the academy on 024 77103370 or e-mail Tony.Leigh@macintyreacademies.org

I hope the information provided enables you to make an informed decision if this is the right opportunity for you to pursue. The “Family Feel” of Discovery and indeed all MacIntyre Academy Trust employees has cemented our determination to create an outstanding academy for the benefit of this group of children in and around North Warwickshire.

Thank you for your interest in Discovery Academy, I look forward to receiving applications by the deadline.

Yours sincerely,

Tony Leigh

Interim Principal

Discovery Academy,
Nuneaton



Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. We have to act as their “thinking brain” in times of uncertainty.

Therefore, our aim is to deliver an ‘outstanding’ school with outstanding outcomes. Our school welcomes the involvement of families, keeping education individualised to each child & young person. Discovery Academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support. It will continue to evolve according to local needs.

Discovery Academy is delivered in close partnership with Warwickshire County Council and MacIntyre Academies is keen to establish solid partnerships with all local stakeholders to ensure we provide innovative and child centred education to local children/young people and their families. Many of the children and families may have struggled to access facilities and services successfully due to the complex needs of their children or other factors and it is anticipated that Discovery Academy will extend the breadth of appropriate local services. By understanding and responding to the current and future requirements of local young people, our aim is that the academy will be a centre of excellence within Warwickshire, with a national reputation.

The main aims of the Academy are to:

- Improve outcomes and life chances for children and young people
- Raise aspirations of both students and staff aspirations for their students
- Support children back into mainstream schools where appropriate
- Ensure better transitions, destinations and opportunities after school
- Accelerate progress in literacy, numeracy as well as offering a broad and balanced curriculum
- Operate a school which is environmentally sustainable and financially secure
- Strengthen community cohesion by being a keystone within the local community.

With a curriculum that focuses on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The academy’s curriculum is compassionate and motivational helping children to make connections between life and learning. Learning is practical, will feel ‘real’ and relevant and builds on young people’s strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non-judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Discovery Academy supports students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and develop strategies to manage their own behaviour positively. Good behaviour and attendance are a direct outcome of positive attitudes to learning - importantly, our vision is for all children and young people to enjoy attending the Academy.

Key to the academy’s success is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies’ in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

Our Curriculum

We are committed to a compassionate curriculum that meets the needs of all our learners.

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Receptionist / Administrator

Job Description

Reporting to Office Manager

Purpose:

To provide a comprehensive and confidential reception and administrative service for the Academy . The Receptionist/ Administrator sits at the heart of the Academy and will be a key contributor to our culture of respect, optimism, celebration and mutual support which promotes equality within, and values the diversity of, the Academy community. The post holder will be expected to promote the vision and values of the Academy with all stakeholders including parents, visitors and the local and wider community.

Key Responsibilities and Duties:

1. To provide an efficient reception and meeting service both in person and on the telephone including checking documentation for visitors in line with safeguarding procedures.
2. To provide comprehensive support as required including calendar management, written and verbal communication with parents, social workers, external support staff. Maintenance of documentation required to comply with Ofsted standards.
3. To maintain a tidy and presentable reception area and ensure meeting rooms are prepared prior to bookings.
4. To ensure the office function provides an effective administrative service to fulfil the Academy and regulatory requirements in line with MacIntyre Academies' and Ofsted procedures.
5. To ensure that all communications and correspondence are dealt with in an efficient and effective manner.
6. To oversee the receiving and recording of incoming and outgoing mail and deliveries and goods in/out.
7. To construct, support and update databases using MS Word, MS Excel, MS PowerPoint and the school's management information systems as required.
8. To provide administrative support, as directed by the Office Manager, to the Senior Leadership Team in all areas as required.
9. To participate in team meetings.
10. To attend compulsory training and induction and identify your own specific training and development needs.
11. To be available for and make productive use of professional supervision and annual appraisals.
12. Any other administration tasks as requested by Office Manager, School Business Manager.

Receptionist / Administrator

Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> • Good standard of education. • A relevant administrative qualification. • Demonstrative written and verbal communication skills. • Knowledge of Outlook, MS Excel, MS Word and general MS databases • Ability to give clear written and verbal communications in a variety of methods. • Excellent organisational skills and ability to set priorities. • Experience of working in a school and/ or Children's Home environment. • Ability to work in a very busy environment 	<ul style="list-style-type: none"> • Knowledge of Ofsted standards. • Knowledge of processes with Academies and Children's Homes
Personal Attributes	<ul style="list-style-type: none"> • A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences. • A commitment to supporting high service delivery. • A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy. • Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals. • Ability to maintain a flexible approach. 	
Special knowledge and Skills	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> • Excellent communication and facilitation skills with all stakeholders. • A passion for working with pupils with SEN and their families. • Ability to work flexibly to meet the needs of the academy. • High level of resilience and determination. • Commitment to and a genuine interest in the pastoral welfare of the school community. • Calm and organised approach to work under pressure and the ability to inspire confidence in others. • Ability to plan and prioritise workload in order to meet deadlines. • Adopt a reflective approach to work. 	

Competencies

Professional Qualities: Strategic Direction and Development of the Academy	<p>The Candidate must be able to:</p> <ul style="list-style-type: none"> • Think strategically, contributing to the build and communication of a coherent vision in a range of compelling ways • Support the Principal to inspire, challenge, motivate and empower others to carry the Academy's vision forward • Demonstrate the values and vision of the Academy
Professional Qualities: Leading Learning and Teaching	<p>The Candidate must be able to:</p> <ul style="list-style-type: none"> • Demonstrate personal enthusiasm for and commitment to the learning process • Demonstrate the principles and practice of effective learning and teaching • Access, analyse and interpret information • Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance management
Professional Qualities: Working with Others	<p>The Candidate must be able to:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to own and others' professional development • Foster an open, fair, equitable culture and manage conflicts effectively • Develop, empower and sustain individuals and teams • Collaborate and network with others within and beyond the Academy • Challenge, influence and motivate others to achieve high goals • Give and receive effective feedback and act to improve personal performance • Accept support from others including colleagues, Governors and the LA, the DfE, etc
Professional Qualities: Being Accountable	<p>The Candidate must be able to:</p> <ul style="list-style-type: none"> • Participate in the systematic and rigorous self-evaluation of the work of the Academy • Collect and use a rich set of data to understand the strengths and weaknesses of the Academy • Contribute in combining the outcomes of regular self-review with external evaluations in order to develop the provision
Professional Qualities: Community	<p>The Candidate must be able to:</p> <ul style="list-style-type: none"> • Recognise and take account of the richness and diversity of the Academy's communities • Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities • Listen to, reflect and act on community feedback • Build and maintain effective relationships with parents,
Special knowledge and Skills:	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> • Knowledge of statutory requirements and relevant legislation relating to school leadership and management including health and safety, child protection and safeguarding • Understanding of the principles and practice of schools/Academies • Ability to travel when necessary

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Macintyre Academies is an equal opportunities employer. We are committed to treating all applicants fairly and have a policy on the recruitment of Ex-Offenders which is available to applicants on request and is also available on our website under ‘Work for Us’.

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Nuneaton
CV11 5SS
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Email: discovery.office@macintyreacademies.org

Website: www.thediscoveryacademy.org

LinkedIn: [company/macintyre-academies](https://www.linkedin.com/company/macintyre-academies)