



INFORMATION FOR CANDIDATES

Grace Academy Darlaston

Receptionist /Administrator

12 months fixed term contract for maternity cover - January start (negotiable)

Deadline for Applications: Friday 12th December 2025

Full time (Term Time + 4 weeks will be considered)

TLT Grade E

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Receptionist /Administrator - Grace Academy Darlaston

Job Description

REPORTING TO:

School Business Manager

MAIN PURPOSE

To provide a professional and efficient reception and customer service to the Academy and its stakeholders.

Our Visitor reception is very important to us so we are looking for a highly motivated receptionist/administrator for our very busy front desk. Excellent customer service skills both face to face and on the telephone are a must, along with strong administration skills. Ideally you will have experience of an educational setting, school reception or administration office and be able to work under pressure and multitask effectively.

Main Duties

- To act as first point of contact for students, visitors and telephone callers, providing a courteous, professional and efficient service.
- To provide excellent customer service to all stakeholders in all channels ie telephone, written, communication, face to face.
- Perform reception duties in an efficient manner
- To provide typing, filing, printing, postage, photocopying and general administration duties
- To answer calls, professionally and promptly
- To ensure that telephone messages reach the recipient quickly
- Maintain regular consistent and professional attendance, punctuality, personal appearance and adherence to relevant health and safety procedures
- Free school meals administration
- Production/maintenance and housekeeping of student/staff cards
- Responsibility for the issuing and administration of locker keys
- The handling and cashing up of monies from sales (uniform/cards etc)
- Printing registers for fire evacuations
- First aid duties – staff and students (on a rota basis)
- Support on parents/open evenings and other events
- To carry out any other reasonable duties as directed by the Administration Manager

Qualifications

GCSE (or equivalent) in English and Maths



Receptionist /Administrator - Grace Academy Darlaston

Person Specification

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE Maths and English	✓	
KNOWLEDGE & EXPERIENCE		
Ability to establish good relationship with staff and students	✓	
Experience of working in a school or equivalent setting with a range of ICT packages including word/excel/outlook	✓	
Ability to multiskill across areas of an administration team to provide effective service	✓	
Evidence of ability to identify an address own training and development needs and cooperate to address these.	✓	
First aid qualification		✓
Experience of a school information management system		✓
SKILLS & ATTRIBUTES		
Appropriate level of literacy and numeracy	✓	
ICT Skills with basic programmes	✓	
Ability to maintain strict confidentiality	✓	
Flexibility in hours of work	✓	
Ability to use own initiative and work independently	✓	
Excellent organisational skills	✓	
Appropriate level of data protection, security and confidentiality awareness	✓	
Ability to work calmly in stressful situations	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

CLOSING DATE
12th December 2025

SHORTLISTING
w/c 19th December
2025

INTERVIEWS
22nd / 23rd December
2025

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Lorna Sidaway, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



Grace Academy Darlaston, Herberts Park Road, Wednesbury WS10 8QJ
www.darlaston-graceacademy.org.uk  [GraceAcademyDarlaston](https://www.facebook.com/GraceAcademyDarlaston)  [GADarlaston](https://twitter.com/GADarlaston)

www.tovelearning.org.uk  [ToveLearningTrust](https://www.facebook.com/ToveLearningTrust)  [ToveLearningTrust](https://twitter.com/ToveLearningTrust)

Registered company no: 07525820