

Briefing Pack for Applicants Receptionist Administrator



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Receptionist Administrator
Location:	Handsworth Grange Community Sports College
Pay scale:	NJC Grade 3, point 5: £24,790 to 6: £25,183 gross per annum
Actual	
Annual Salary:	£21,322.74 to £21,660.77 (under 5 years of service)
Contract:	Permanent, full time, 37 hours per week, term time
Start date:	01 September 2025

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a Receptionist Administrator on a permanent contract. The successful candidate will be responsible for welcoming all visitors and dealing with enquiries, in person, via the telephone and e-mail. Experience of working in a busy reception/office environment is essential. You will be the face of our school providing a professional service to staff, families and their children. We are looking for someone who can work as part of a team to ensure the highest delivery of service. The successful candidate will join an exceptional team of support and administration staff. Teamwork and the community are at the heart of what we do.

If you have the passion to be a key part of the administration team, are able to positively contribute to our ethos and have the drive to make a difference for our school, we would like to hear from you. Candidates are encouraged to have an informal discussion about the role with Ms Alison Keeton Headteacher's PA akeeton@handsworth-mlt.co.uk

The closing date is at 9am on Friday 18 July and interviews will take place on Monday 21 July 2025.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Minerva Learning Trust. The successful candidate will be required to complete an Enhanced Disclosure and

Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Alison Keeton- Headteachers' PA: akeeton@handsworth-mlt.co.uk. The application form and information pack are available on the school website www.hgcsc.co.uk **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day. To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently working on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and teachers.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So.... we both need to have alignment if you come to work here!


- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



Suzy Mattock
Headteacher

Section 4: About Handsworth Grange Community Sports College

OUR MISSION, VISION, VALUES



HANDSWORTH GRANGE

COMMUNITY SPORTS COLLEGE

Our Mission:

Exceptional education for every student, every day

Our Vision:

Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:

- have the resilience, independence, determination and tools required to tackle obstacles.
- acknowledge and celebrate their successes and the successes of others.
- have high expectations of themselves and endeavour to meet these every day.

Be "Successful"

- behave in a sensible and considerate manner.
- move round school in a calm and safe way, ensuring everyone feels comfortable in school.
- show respect to each other and feel valued and protected in school.

Be "Safe"

- communicate with one another showing tolerance and understanding to the views of others.
- talk and engage with others in a kind and thoughtful way.
- celebrate other cultures and traditions.

Be "Sociable"

Our Values:

Our values underpin all the work that we do and the decisions that we make:

Be "Brave"

Be "Kind"

Be "Present"

We believe in:

demanding high levels of progress and achievement from all students

care and support to break down the barriers to learning

improving our students' vocabulary comprehension and reading skills

a broad and balanced curriculum that challenges everyone

ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva 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.

POST TITLE	Receptionist Administrator
GRADE/SALARY	NJC Grade 3, point 5 to 6, with the associated allowance: <ul style="list-style-type: none">• Qualified Full First Aider allowance of £104 gross per annum pro rata.
HOURS/WEEKS	37 hours per week, term time
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Business Support Manager
RESPONSIBLE FOR	Not applicable
PURPOSE OF THE JOB	<ul style="list-style-type: none">• To provide a professional, efficient and welcoming reception service for all visitors in line with the operational needs of the school.• To provide effective and timely communication face-to-face, over the telephone and by written correspondence.• To ensure the safety of students by following appropriate safeguarding guidelines.• Under the guidance of senior staff; be responsible for undertaking administrative processes within the school to provide an efficient support service within the school.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Good standard of literacy to GCSE/Level 2• First Aid trained (training will be provided)

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Organisation

- Welcoming all visitors to the school ensuring signing in procedures are followed, undertaking appropriate safeguarding checks and issuing relevant identification.
- Coordinating the arrival of visitors to the school, including groups for events and ensuring appropriate staff are advised.
- Answering the main school telephone line promptly, dealing with telephone enquiries, taking accurate messages and passing them on promptly by the most appropriate method.
- Retrieving and distributing voicemail messages and e-mail enquiries promptly.
- Being aware of all relevant school activities and current staff to ensure enquiries are dealt with efficiently and directed to the correct staff, i.e. parents evening, educational visits, extra-curricular activities and detentions.
- Receiving all deliveries to the school and notifying staff as appropriate.
- Liaising with other stakeholders including other schools, external agencies, parents/carers and members of the public.
- Keeping the reception area tidy informing the Business Support Manager of any Health and Safety issues.

Administration

- To work as part of a team providing high level administrative and clerical support to the school.
- To operate all computer based and manual administrative and information systems within the school in a secure and confidential manner, and in accordance with policy and procedures.
- Supervise, train and develop staff as appropriate.
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies, for example, the Department for Education (DFE).
- Assist with the organisation and administration of school trips/events etc. as directed by the trip leader.
- Analyse and evaluate data/information and produce reports/information/data as required.

- Monitor and manage stationery/other stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Arrange hospitality for meetings and whole-school events where appropriate.
- Be part of the team updating information on the school website as and when appropriate.
- Be part of the team of administrators for school systems such as the text messaging system.
- Operate established and new technology-based office equipment.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that it is dealt with discreetly and with integrity.

First Aider and Administering Medication

- To provide whole-school first aid provision for students and staff.
- To undertake associated first aid duties in-line with school policy and procedure.
- Investigate and record near misses and accidents using school systems.
- Support the management and administration of student medical records.
- Liaise with parents/carers and school staff to create student care plans.
- Administer medication as per student care plans.
- Control of first aid medical supplies.

General Duties

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.

- Any other duties and responsibilities appropriate to the grade and role.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

Health and Safety

- To maintain equipment and via the Business Support Manager and ensure Health and Safety requirements are upheld within the curriculum and performance areas, for example, inspection of resources, etc.
- To maintain associated Health and Safety record.
- To carry out routine inspection and support the compliance process.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support it's mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Receptionist Administrator

Minimum Essential Requirements	Method of Assessment
EXPERIENCE	
At least two years' experience of working in a busy reception/office environment.	AF
Practical experience of telephone network systems, Word processing programmes and other related computer systems.	AF/I
QUALIFICATIONS	
Good standard of literacy to GCSE/Level 2.	AF/I
KNOWLEDGE SKILLS	
The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.	AF/I
Understanding of customer care.	AF
Ability to deal with regular interruptions.	AF/I
Ability to maintain a positive approach while working under pressure.	AF/I
Attention to detail.	AF
Excellent written and verbal communication.	AF/I
Maintain confidentiality and integrity at all times	AF/I
QUALITIES AND ATTRIBUTES	
Excellent interpersonal skills – able to deal effectively with a wide range of people at all levels.	AF/I
Flexible and able to adapt to change. Ability to support colleagues and cover roles as and when required.	AF/I
A pleasant disposition and ability to stay calm under pressure.	AF/I
Demonstrate a positive team approach to work.	AF/I
Methodical approach to work tasks with key emphasis on accuracy.	AF/I
Ability to work on own initiative.	AF/I
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I

A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed
activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA akeeton@handsworth-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.