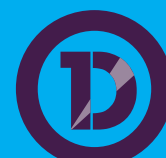




Applicant Brief
Receptionist and Administrator
One Degree Academy

We STRIVE for excellence,
step by step.



**ONE DEGREE
ACADEMY**

Dear applicant,

Thank you for taking an interest in One Degree Academy. It's an exciting time to join our school as we strive to offer unique opportunities and world-class aspirations.

One Degree Academy is an innovative school. We opened in September 2016 and were graded as outstanding in all areas by Ofsted in February 2018 and again in December 2024. A founding principle is the idea that tiny changes can have profound effects and that a committed focus on seemingly minor details leads to continuous and sustained improvement. In short, we know that any giant leap to success is preceded by lots of small steps. That is why we place a high value on training and development and giving each other precise feedback. One Degree Academy is a great place to start or develop your career and become part of an inspiring team.



We aim for our academic achievements to be amongst the best in the country and for our students to become successful employees, citizens, and family members. We are proud to have created an environment where our students are happy, inspired and eager to attend every day.

We also aim for our students and staff to strive constantly for excellence. In our small community, adults ensure that each student is known and cared for. We firmly believe in scholarship and aim for every student, no matter their background, to be given the ambition and the practical tools to succeed academically and personally, giving them the basis from which any career or academic goal is achievable.

We work tirelessly to ensure that every parent is engaged in their child's learning, that businesses and charities provide real-life experiences for our students, and that through our partnerships with top universities and world-class employers, our students are constantly offered opportunities to explore the range of future paths which lie before them.

Our aspirations for One Degree Academy are simple and ambitious: through our persistent focus on the actions necessary for great teaching and learning, every One Degree Academy student will develop the knowledge, character attributes and cultural capital to succeed at university, enjoy a fruitful career, and lead a great life.

Jo Addleton
Principal



All candidates will have a commitment to upholding the One Degree Academy's STRIVE values:

Scholarship: We focus relentlessly on academic achievement, great learning and continuous improvement to get results. We show a zest for new learning.

Teamwork: We work together to overcome difficulties. When one of us succeeds, we all do. We are kind and supportive to all our teammates.

Responsibility: We take ownership of our actions, caring for each other and for our environment. We look to ourselves to do what's right or to find solutions. We do what needs to be done.

Integrity: We tell the truth even when it's hard and we do the right thing. We make good choices, own mistakes and are honest and trustworthy.

Value: We are useful and kind. We embrace new opportunities to develop wisdom. We add value to our local communities.

Effort: We never give up on trying to improve, even when it's hard. We know there are no shortcuts: achievement comes step-by-step.

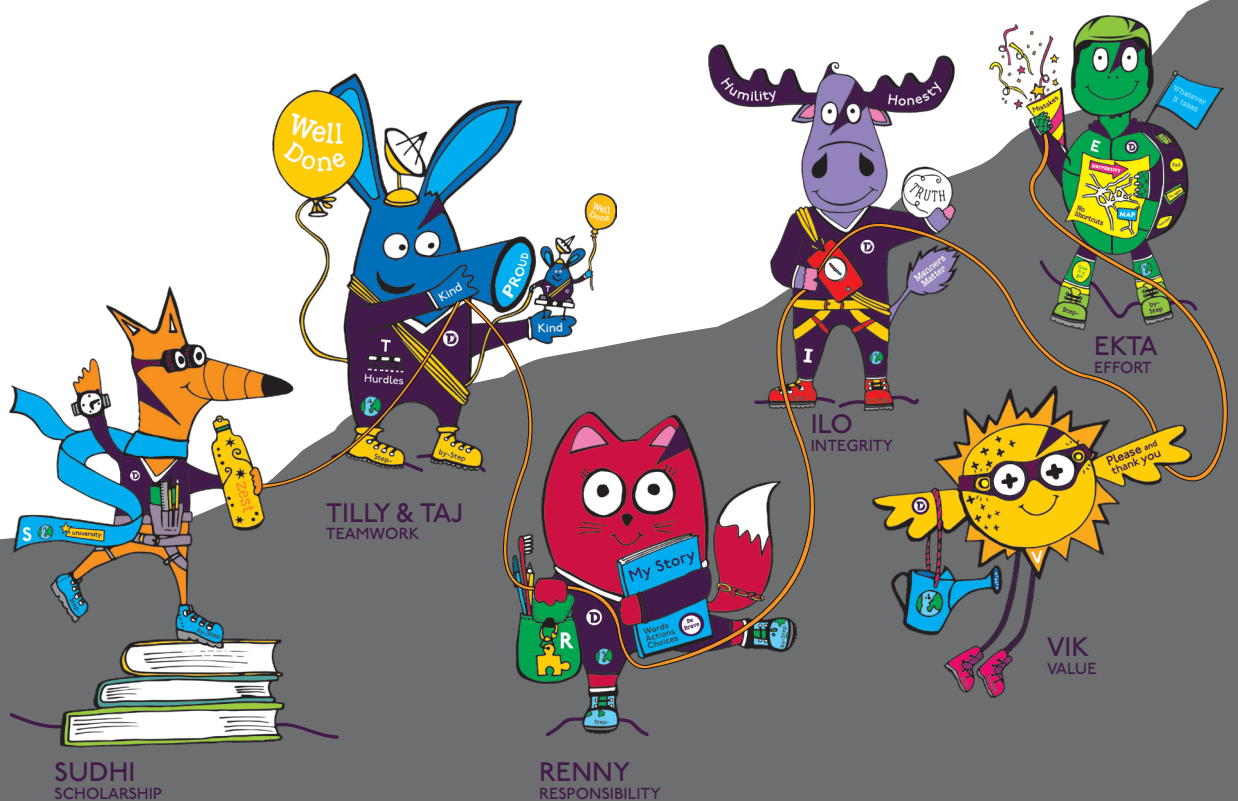
Our strategic anchors: The '4 Cs'

Core Knowledge: We develop powerful knowledge which leads to academic success.

Character Attributes: We foster character strengths and attributes necessary for a great life.

Cultural Capital: We raise aspirations and aim to broaden horizons.

Care: We ensure that staff and child wellbeing underpins everything through safe and effective processes.



How do we look after our staff?

We know that working in schools can be challenging. Looking after our staff means our students will get the support and help they need to succeed.

The most important way that we make sure that staff are happy is by ensuring ODA is a supportive environment that listens to staff and is committed to getting better.

We work smart at ODA and have robust systems and processes that reduce workload and allow us to focus on important tasks.

ODA Perks

Wellbeing

- ◆ Clear whole school behaviour systems that are implemented by all
- ◆ Large teaching team to support the learning and behaviour of students more effectively
- ◆ Recognition - we take the time to give shout-outs and say thank you to colleagues
- ◆ Additional days of holiday to say thank you for volunteering to support students on events that are outside the usual school day; e.g. residential trips, attending student performances, etc.
- ◆ No late-night parents evenings - we hold them during dedicated Progress Review Days
- ◆ Termly 'Golden Weeks' where we celebrate staff wellbeing
- ◆ A Golden Ticket, enabling staff to enjoy an afternoon off when needed
- ◆ A two-week winter half term to enable staff to take holidays outside of normal term time so they can rest and recharge from those longer, darker evenings
- ◆ Free breakfast, lunch, tea and coffee
- ◆ Discounts on a new bike via the 'Cycle to Work' scheme
- ◆ Free flu jab
- ◆ Free eye test
- ◆ Leadership planning time to drive forward whole school initiatives

Staff Development

- ◆ Week-long Bootcamp to induct new staff and set up for the year ahead effectively
- ◆ Weekly CPD & coaching
- ◆ Supportive line management structure
- ◆ Collaborative planning time
- ◆ 14 whole school staff inset days dedicated to incremental improvement, planning and data analysis
- ◆ Free admission to Research ED
- ◆ External coaching for Senior Leaders

Staff of ODA Children

- ◆ Free Breakfast Club
- ◆ Free after school wrap-around care
- ◆ 1 x free After School Club

Other

- ◆ Laptop/devices are lent to all staff who require them
- ◆ 10% off Pure Gym Membership
- ◆ 10% off car service and MOT at local garage
- ◆ Length of service rewards



Salary:	Salary: S9-S13 £25,867 - £29,159 (FTE £30,159 - £33,997) + LGPS Pension. Subject to annual pay review
Start Date:	ASAP
Reports to:	Principal
Working hours:	40hrs per week (8:00 - 16:30, Monday - Friday)
Working pattern:	Term-time working (39 Weeks)

Unique opportunity to join a new school in North London

- ♦ Are you passionate that all children get the best start in life?
- ♦ Do you want to play a key role in the development of an exciting and innovative school?
- ♦ Do you want to move your career forward in an environment that nurtures talent and has scope for career progression?

One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our school is consistently in the top 2% of over 16,300 primary schools nationally.

We know that success and habits of excellence are achieved through perseverance and incremental improvement - 'one degree' at a time. This idea is at the heart of our school. Whether you are experienced working in schools or someone seeking to enter this profession, you will play a key part in the academy's development. As with our students, we want to grow and develop our team, 'step-by-step': all staff receive professional development in line with their role, with potential opportunities to progress as the school grows.

We are seeking to appoint an outstanding Receptionist and Administrator to help shape the future of our school. We are looking for someone with a positive and professional attitude, who will thrive serving the needs of our school community. This is an exciting and rare opportunity to help grow One Degree Academy and to be part of something profound and special.

Successful candidates will have an opportunity to:

- ♦ Have an unfaltering commitment to serving the Academy, its students and staff
- ♦ Welcome feedback and be committed to the idea of continuous improvement and self-development
- ♦ Be committed to the One Degree Academy vision and values

In this role, you will have the opportunity to:

- ♦ Join an engaged team and organisation utterly committed to developing its staff through incremental improvement, step-by-step
- ♦ Play a key role developing our school, with the potential to progress as we grow
- ♦ To be part of something profound and special

Successful candidates will:

- ♦ Have an unfaltering belief in the ability of all children to achieve through great teaching and a culture of high expectations
- ♦ Welcome feedback and be committed to the idea of continuous improvement and self-development
- ♦ Have the skills and dedication to have a positive impact on the lives of our students and on the school community

The role:

- ♦ To provide a high level of service to visitors, staff, parents and students
- ♦ To maintain effective systems and processes in the administration of the academy

Specific duties:

Reception

- ♦ Receive visitors/callers to the academy in a friendly, professional and welcoming manner
- ♦ Provide high-quality customer care and assistance and show sensitivity when required
- ♦ Deal effectively and efficiently with telephone enquiries, routing calls and taking messages in accordance with academy procedures
- ♦ Ensure security, safeguarding and health & safety requirements are followed and the Reception area is welcoming, tidy and safe
- ♦ Support with emergency evacuation procedures by ensuring that all visitors and staff are accounted for
- ♦ Carry out First Aid duties and undertake training as required
- ♦ Maintain and update paper and electronic records, with an appropriate level of discretion
- ♦ Provide effective communication with all stakeholders

Administrative

- ♦ Follow standard operating procedures to ensure the smooth running of academy administration processes
- ♦ Maintain academy filing systems and databases, and assist with creating new student files and archiving activities
- ♦ Administration of the academy sign-in system, ensuring this is used consistently by staff and visitors
- ♦ Support with meeting arrangements and oversee use of the meeting rooms and other specialist rooms, arranging facilities and refreshments, greeting and escorting visitors and liaising with staff and external agencies as required
- ♦ Provide full clerical and administrative support to senior and middle leaders as required
- ♦ Support with producing and maintaining high-quality displays of work and signage in the academy buildings
- ♦ Work cooperatively and support the academy's self improvement procedures, and commit to your own continued professional development
- ♦ Undertake such training as is necessary to operate the academy systems effectively and ensure that academy procedures are adhered to
- ♦ Undertake any other duties within the scope and purpose of this post as directed by the line manager

Other

- ♦ Undertake other various responsibilities as as directed by the Principal
- ♦ Support the academy's values and ethos

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post-holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

E/D Essential/ desirable

Education

E/D

- | | | |
|---|-------------------------|---|
| 1 | Relevant qualifications | D |
| 2 | Right to work in the UK | E |

Experience and Skills

- | | | |
|---|---|---|
| 3 | Proven track record of school or other administration | E |
| 4 | Ability to manage multiple priorities whilst providing a high level of service on reception | D |
| 5 | Experience of communicating effectively in a wide variety of forms to a range of audiences | E |
| 6 | Strong administrative and organisational skills | E |
| 7 | Ability to deal with and support the welfare of pupils | E |

Behaviours and Attitudes

- | | | |
|----|---|---|
| 8 | ‘Can do’ attitude and willingness to support in all aspects of school life – often going ‘above and beyond’ | E |
| 9 | Alignment with One Degree’s vision and values and a strong commitment to delivering it | E |
| 10 | High expectations of staff, students, and self | E |
| 11 | Action orientated, outcomes focused | E |
| 12 | Strong interpersonal, written and oral communication skills and an eye for detail | E |
| 13 | Takes personal responsibility for their own actions | E |
| 14 | Work collaboratively with others | E |
| 15 | Ability to think strategically but with an eye for detail | E |
| 16 | Commitment to the safeguarding and welfare of all pupils | E |
| 17 | Ability to remain confidential | E |
| 18 | The ability to thrive in a ‘no excuses’ culture | E |
| 19 | Drive to make things happen | E |
| 20 | A good sense of humour, energy and enthusiasm | E |

To apply

- Download an application pack from: <https://www.onedegreeacademy.org/join-us/vacancies>
- Completed applications should be e-mailed to: HR@onedegreeacademy.org
- **Closing date: Sunday 31st May; Anticipated interview date: 8th June**
- Early Applications and academy visits are encouraged. We will process all applications on a rolling basis.
- To arrange a visit or if you have any questions, please email: HR@onedegreeacademy.org

Encouraging Diversity

ODA is committed to eliminating discrimination and encouraging diversity amongst our employees. We consider ourselves incredibly fortunate to be opening a school in London, one of the most diverse cities in the world. Our aim is that our workforce will be representative of all sections of society and each employee will feel respected and able to give their best.

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

Appointment is conditional upon receipt of references from appropriate referees, which, in the view of the Academy, are satisfactory.

Safer Recruitment

ODA is committed to safeguarding and promoting the welfare and safety of our children and young people in our schools. We expect all staff to share this commitment in line with "Keeping Children Safe in Education" (2020). The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Academy makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

ODA requires all employees to undertake an Enhanced DBS check because of the nature of our work. Applicants are required, before the appointment, to disclose all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to termination of employment.

Further information can be found at www.gov.uk/government/organisations/disclosure-and-barring-service

