



**WALLBROOK**  
PRIMARY ACADEMY



## Applicant Information

Receptionist/Administrator  
Wallbrook Primary Academy

## The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

## Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To grow to a Trust of 16 Academies.
- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

## Applications

Thank you for your interest in the post. Please note the closing date for applications is **Wednesday 26<sup>th</sup> February 2025**. ***For further information or an application form please visit:***

<https://careers.shirelandcat.net/Department/Non-teaching>

## Job Description

<b>Job Title</b>	<b>Receptionist/Administrator</b>
<b>Grade</b>	<b>Band C</b>
<b>Responsible to</b>	<b>Business Manager</b>

### The primary purpose of the role

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the school, including the day to day function of Reception.

### Duties and responsibilities: -

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other school policies and procedures.
- To Provide general administrative support for the school.
- Assist with the production of correspondence across the school.
- Filing and photocopying.
- To assist with the dealing of queries and complaints.
- To use information systems and prepare information for internal use within excel and word and PowerPoint.;
- To assist with the organising and facilitating of meetings and training events within the school.
- Deal with enquiries from pupils and families.
- To help ensure the prompt circulation of information throughout the school.
- To liaise with school and Trust staff as required.
- To liaise with external organisations as required.
- Support at school events including open evening and parents' evenings.
- To ensure technology is used in accordance with Trust policies and procedures
- Arrangement of meetings including arrangements for hospitality.
- Support the preparation and distribution of academic reports.

- Provision of administrative support at parents' evenings and academy events.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Shireland Collegiate Academy Trust is committed to safeguarding and *promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.*

## Person Specification

### Receptionist/Administrator

Category	Essential	Desirable
<b>Physical</b>	<ul style="list-style-type: none"> <li>Smart business like appearance.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good general education including minimum GCSE Grade C or equivalent in English and Mathematics.</li> <li>Evidence of successful study Post 16.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of using Microsoft Office applications, e.g. Word, Excel</li> <li>Experience of working in an office environment.</li> <li>Experience of working with the public.</li> <li>Experience of producing high quality letters and reports.</li> <li>Experience of working to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office/reception.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Willing to participate fully in all relevant training.</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of safeguarding children and the boundaries between</li> </ul>	

	<p>adults and children in a school setting.</p> <ul style="list-style-type: none"> <li>• Knowledge of administrative processes.</li> <li>• An understanding of the confines of confidential working e.g. Data Protection.</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to attend school open and parents' evenings.</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Reliable, organised able to work effectively and innovatively.</li> <li>• Flexible and open to change for continuous improvement.</li> <li>• Able to remain calm under pressure and manage conflicting demands.</li> <li>• To be an excellent team player.</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• ICT literate with a desire and ability to develop new skills.</li> <li>• Good level of numeracy.</li> <li>• Effective oral and written communication skills.</li> <li>• Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc.</li> <li>• High standard of presentation.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide.</li></ul>	
<b>Legal Requirements</b>	<ul style="list-style-type: none"><li>• Enhanced Disclosure and Barring Service Check.</li></ul>	

### **Timeline**

Closing date for applications is: **Wednesday 26<sup>th</sup> February 2025**

Following the shortlisting process, successful candidates will be invited for interview.

Interviews to be held: **Monday 3<sup>rd</sup> March 2025**