



SGS

**BERKELEY
GREEN UTC**

Application Pack – Autumn 2026

Receptionist and Administration Assistant

Salary: up to £26,467 full time equivalent (£22,250 actual salary)

Contract Type: Permanent, term-time only, full time. We would consider flexible working for the right candidate.

Start Date: as soon as possible

Dear Candidate

Thank you for taking the time to read about Berkeley Green UTC and the Receptionist and Administration Assistant role. I am delighted to share more about our exceptional school and the many reasons why you may wish to join us. We are extremely proud of our inclusive ethos and the way we do things differently; the success, wellbeing and needs of every individual student sit at the very heart of our work. This commitment to inclusion was recognised positively in our recent Ofsted report.

At Berkeley Green UTC, technical knowledge and high-level skills are highly valued. Our students join us in Year 10 or Year 12 to follow one of two specialist pathways: Engineering or Digital Technologies (including Cyber Security). They are ambitious, motivated and committed to succeeding in their chosen field, supported by a strong culture of care and high expectations.

The UTC opened in 2017 to meet the needs of local employers, who played a key role in designing both the building and its facilities. As a result, our students benefit from outstanding resources, industry-standard equipment and excellent support, all within a modern, state-of-the-art campus. Our staff are subject specialists who also benefit from high-quality professional development.

Even a short visit to the UTC quickly highlights what makes us distinctive: a strong culture of professionalism and respect. Our young people are polite, inclusive and considerate of others. They take pride in their appearance and conduct themselves well. As a small school, we know every student as an individual and work closely together, on a first-name basis, to ensure no one is overlooked.

Our curriculum combines academic and technical learning, with both pathways valued equally. Students progress to Russell Group and other universities, apprenticeships, further education or skilled employment. Alongside excellent employer engagement, we are sponsored by the University of Gloucestershire. Students benefit from regular talks, events, work experience and trips that broaden their horizons. As a result, we are among the top schools nationally for apprenticeship outcomes.

In short, it is a privilege to work in a setting where you can fully engage with your area of expertise, support students who share your enthusiasm, and make a genuine difference, supported by exceptional facilities and a strong inclusive culture. We are truly unlike any other school in the area. If this sounds too good to be true, we warmly invite you to come and see for yourself.

With very best wishes

Gareth Lister
Headteacher

Berkeley Green UTC – Who are we?

Opened in September 2017, Berkeley Green UTC is one of Gloucestershire's newest educational institution providing the high quality academic education you would expect from a school with the technical and employer focused education of a college.

Students join us for their GCSEs in Year 10 or A Levels and Technical Qualifications in Year 12 and thrive in this dynamic learning environment. Our work with employers gives you the competitive edge when looking for employment within the areas of Engineering, Digital Technologies and Cyber Security as well as giving you the first class education that you would also expect from a secondary school or sixth form setting.



The UTC provides specialist high quality vocational and academic education for learners aged 14-19 with a strong interest in Engineering, Digital Technologies and Cyber Security. Berkeley Green UTC is one of about fifty University Technical Colleges nationally.

As with all UTCs, Berkeley Green UTC's curriculum has been developed in partnership with employers, who have taken an active role in the

development of the UTC. Students follow the national curriculum enabling them to achieve the same number of GCSEs that they would in a school, but because of the longer school days they also have an additional forty percent of their time focused on undertaking specialist vocational education and projects led by employers in the areas of Engineering, Cyber Security and Digital Technologies. This enables students at a UTC to become more attractive to employers as they have practical, relevant skills as well as having the same excellent education and qualifications that they would get within a secondary school or sixth form.



Job Description

Main purpose of the role

At Berkeley Green UTC we believe

- In the importance of a high quality specialist education and
- The role each employee plays in providing a safe, secure environment and building positive relationships

This is a role which involves working very closely with students, staff, parents, visitors and other stakeholders so that their experience of the UTC is positive from the time they walk through the door. You will take a proactive role in ensuring that the safeguarding needs of the UTC are met, working closely with colleagues to create a safe and healthy environment. You will therefore be somebody who is able to build positive relationships with young people while maintaining firm boundaries so that alongside their academic development, students are well-prepared for life beyond the UTC.

You will be part of our Administration team and alongside reception duties, you will be expected to complete appropriate tasks as determined by the Senior Business Administrator. These are broadly outlined in the job description. You will need to have excellent administration skills, particularly in the use of Microsoft Office applications.

We are a small, tightly-knit and caring community with a clear sense of purpose. We are therefore looking for a team player, someone who asks: what can I do to help? In return you can enjoy a role that really reflects our ethos and helps set the tone for interactions on a daily basis.

The role of Receptionist can be challenging so this position will suit somebody with a cheerful outlook, personal resilience and excellent communication skills.

The summary of tasks and responsibilities which follow provides an overview of the role. They are not a definitive list. As the role and the UTC itself evolve, you may be asked to take on new responsibilities. You may also at times be asked to participate in or support other whole-school activities. For these reasons, the successful candidate will need to take a flexible approach, adapting to meet the needs of the UTC and its students.

Tasks and Responsibilities

1. Acting as the first point of contact for all visitors, telephone callers and other correspondents, and enabling their interactions with relevant members of the UTC community
2. Promoting the UTC and demonstrating its professional values by interacting in a positive, friendly and helpful manner via all methods of communication
3. Applying the UTC's policies to all visitor interactions, particularly (but not limited to) those dealing with safeguarding and health and safety
4. Answering telephone enquiries from a range of stakeholders and dealing with them in an efficient and timely manner

5. Dealing with mail and deliveries, both incoming and outgoing
6. Other routine administration tasks as directed by the SLT or Office Manager, including (but not limited to) photocopying and printing, collating documents, data entry, mail merges and filing
7. Participating in fire evacuations in accordance with UTC procedures
8. Liaising as directed with colleagues from SGSAT, SGS College and other Berkeley Green stakeholders, including other organisations on site
9. Any other reasonable administration task as directed by SLT members or the Office Manager

PERSONAL AND PROFESSIONAL CONDUCT

- Act with honesty and Integrity.
- Forge positive professional relationships within and beyond SGS Berkeley Green UTC and SGSAT.
- Be committed to collaboration and co-operative working.
- Treat students with dignity, building relationships rooted in mutual respect, and at all times Observing proper boundaries appropriate to a teacher's professional position.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Show tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the SGSAT, and maintain high standards in their own attendance and punctuality.
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the particular requirements and characteristics of individual roles, all people employed by SGS Academy Trust are expected to actively support the achievement of the Trust's goals and, at all times, both internally and externally, to behave in a manner consistent with the Trust's mission and values. This means:

- performing your role and delivering your service in a way that helps the Trust achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments;
- promoting the image of the Trust as one that is committed to the highest standards of delivery and service;
- sharing the Trust's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work;
- sharing and prioritising the effective implementation of the Trust's Equality and Diversity Policy;
- promoting and implementing best practice in Health and Safety.

Person Specification

Educational Qualifications	Essential	Desirable	Assessed by
GCSE Grade 4 or above in English and Maths			Application form
Strong working knowledge of Microsoft Office software			Application form
Recently updated safeguarding training			
A willingness to undertake appropriate Continuing Professional Development			
Experience and knowledge			
Experience of working within a team and delivering through others			Application form and Interview
Experience of working in an educational setting OR professional experience of working in the STEM sector			
Administration Experience			
Strong working knowledge of Microsoft operating systems and desktop products			
Knowledge and understanding of 14-19 educational provision			
Experience of building and developing professional relationships			
Skills and abilities			
Excellent inter-personal communication skills			Application form, Interview and references
Produces high-quality, accurate documents in a timely way			
Excellent organisational skills including the ability to prioritise and to work independently			
Enthusiastic and optimistic, with a sense of humour			
Positive and practical approach to change and challenge			
Capacity to innovate, inspire and motivate			

Effective organisational and administrative skills			
Good team player, sharing accountability for achievement and success			
Flexibility, able to adapt to changing situations			
Effective user of new technologies			
Essential attributes			
Student champion: The ability to work with and on behalf of young people, helping them to realise their ambitions and maximise their potential. You must genuinely enjoy spending time with young adults.			Interview and references
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.			
Influencing skills: The ability to persuade others.			
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.			
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.			

Child Protection and Safeguarding

The successful applicant will be required to obtain and maintain a satisfactory Disclosure Certificate, Enhanced with Children's Barred list check, as a requirement of the job.

South Gloucestershire and Stroud Academy Trust welcomes applications from all sectors of the community and is an equal opportunities employer.