



Reach Academy
Hanworth Park
A REACH SCHOOL

Receptionist and Administrator

Reach Academy Hanworth Park

Welcome,

We're delighted to be the founding co-headteachers of **Reach Academy Hanworth Park**, a brand new school which opened in September 2024.

Building on the continued success of **Reach Academy Feltham**, our new school serves a singular mission, to ensure that:

every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.



Tilly
Browne



Louis
Everett

We need an incredible team to develop, lead and grow our new school.

In the following pack, we hope to do the following:

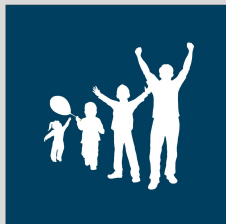
- Share some background information about the evolution and direction of **Reach Schools**;
- Provide a description of the **Receptionist and Administrator** role with an indication of the types of skills and attributes we're looking for; and,
- Provide information about **how to apply** for the role.

If you have any questions at all, please don't hesitate to contact us on recruitment@reachacademy.org.uk.

Kind regards,
Louis and Tilly

About us

Reach Schools



**Reach
Schools**

Reach Schools

Reach Schools is the name of our multi-academy trust. It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

Reach Schools works in partnership with **The Reach Foundation** to *deepen* our impact locally and *expand* the impact of our pioneering work nationally. The following pages provide a quick overview of our schools and some related activities.

Further information about Reach Schools' evolution can be found [here](#).

About Reach Schools

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



**Rebecca
Cramer**

CEO, Reach
Schools

Every Reach school exists to serve this shared purpose. Every Reach school strives to ensure that ***every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.***

To do this, all Reach schools bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All Reach schools hold the highest academic expectations while maintaining a loving, family-focused culture.

All Reach schools aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.



Reach Academy
Feltham

est. 2012

Our first all-through school.

We've created a community of pupils, parents and teachers united by the highest expectations of what every young person can achieve *and* the commitment to do whatever it takes to help them get there.



**Feltham
College**

est. 2022

Feltham College is our pioneering sixth form college in the country, and the first to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy
Hanworth Park

est. 2024

Our new all-through school.

Opened in September 2024, Reach Academy Hanworth Park serves 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

**REACH
TEACHER
TRAINING**

In addition to running our schools in Feltham, Reach Schools provides **Initial Teacher Training** (in partnership with SWTT) and **Teaching Internships**.

About the role

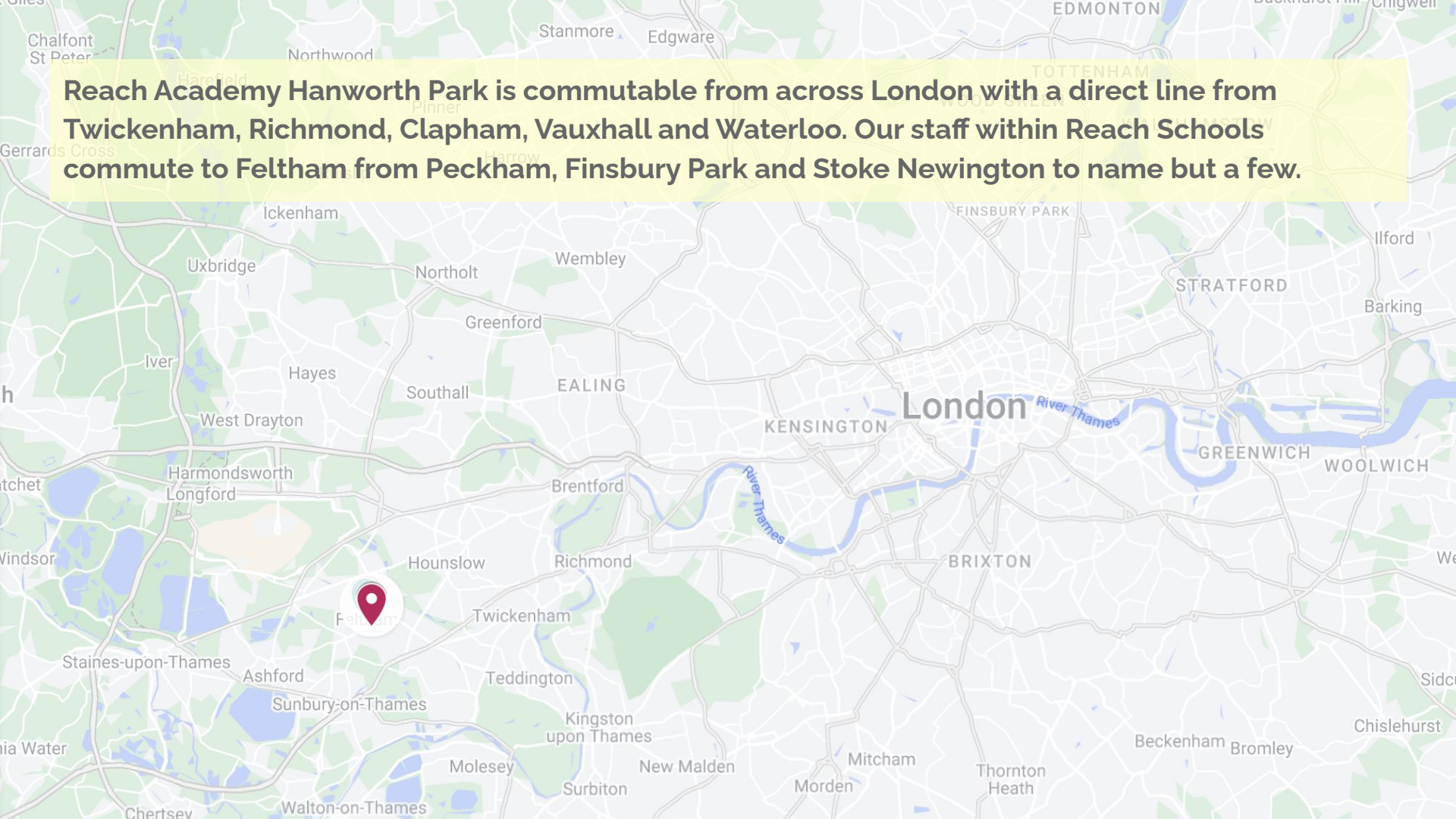
Receptionist and Administrator, Reach Academy Hanworth Park

Role overview

We are seeking an energetic and enthusiastic individual to join the school operations team. You will be based at our new school, Reach Academy Hanworth Park, which opened in September this year. At the start of November we are moving to a new building and you will support the Front Office and Administrative function at our new school. This is an exciting opportunity to shape processes and be part of a founding team.

The role will require you to meet the challenges of a fast moving school environment: providing service, assistance and solutions to all stakeholders in person, over email and on the phone. You will set high standards of customer service, be flexible, proactive and well organised.

Reach Academy Hanworth Park is commutable from across London with a direct line from Twickenham, Richmond, Clapham, Vauxhall and Waterloo. Our staff within Reach Schools commute to Feltham from Peckham, Finsbury Park and Stoke Newington to name but a few.



Role details

Receptionist and Administrator

Reports to: Deputy Headteacher (People and Operations)

Start date: As soon as possible

Salary: £28,249 FTE (40 hours per week, 7.45-4.30pm)

Contract term: Permanent, term time only (40 weeks) available.

Location: Feltham

Role responsibilities

- Meet and greet all visitors to school reception.
- Provide assistance and solutions to all school related enquiries in person, electronically and over the phone.
- Responsible for the reception area—clean, tidy, well presented and engaging.
- Answer the phone swiftly and professionally.
- Filtering and managing calls.
- Assisting with events - setting up and clearing away.
- Assist with daily registers and following up on absence.
- Support with behaviour administration.
- Responsible for incoming and outgoing mail and deliveries.
- Assist with staff printing requests.

Personal specification

- Provide administrative support for the school office and teaching staff.
- Administer school communications including text and email.
- Adhering to health and safety policies.
- Support the pastoral care of pupils, particularly those that are vulnerable.
- Provide first aid cover (training provided).
- Align and uphold the Academy vision, standards of behaviour, discipline and exclusion policy.
- Deal effectively and sensitively with child protection issues.
- Undertake other duties as directed by the Leadership team.

Personal specification

Required

- Minimum Grade 5/C equivalent in GCSE English and maths
- Excellent written and verbal communication skills - you will be required to use word documents, basic excel and Google Drive

Desirable

- Worked in a Reception/Office or educational setting

About the process

How to apply

How to apply

1. Please **read our ['Safer recruitment' statement](#)** on the following pages below.
2. [Follow this link](#) to **complete an online application form.**
 - The deadline for application is Thursday 7th November 2024 at 5pm. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held during the weeks immediately following and preceding the application deadline detailed above.

If you would like to have an informal conversation to discuss the role, please contact recruitment@reachacademy.org.uk.

Safer recruitment

Reach Schools are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online searches

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Schools with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal opportunities

Reach Schools are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Schools are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.