

**CLAYTON  
HALL**  
ACADEMY

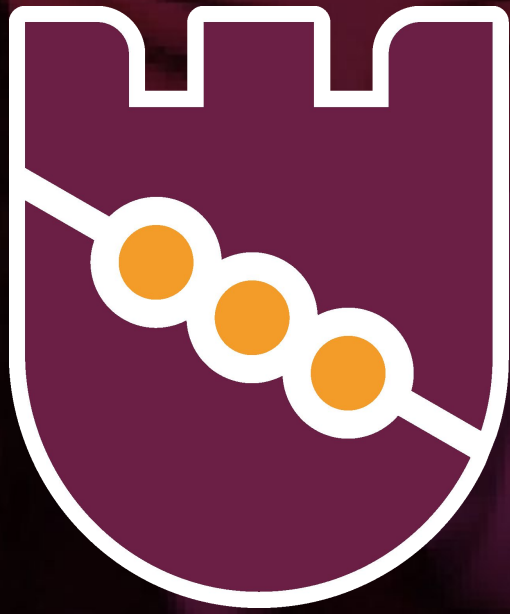
Part of



**Aiming Higher Together**

# Receptionist/ First Aider

Candidate Information Pack



# Welcome from the Headteacher

Dear Applicant,

I am Caty Reid, Headteacher of Clayton Hall Academy, and I am delighted that you are considering joining our team.

At Clayton Hall, our vision is to be the school of choice for our local community. We are dedicated to providing a high-quality, knowledge-rich curriculum that helps our students become educated and confident young people. We believe in the power of experiences both inside and outside the classroom to shape students with their own strong views and opinions.

We are proud to be part of the Windsor Academy Trust family. This collaboration allows us to benefit from the collective strength and shared expertise of fifteen schools working together. While we have our own unique identity and a deep-rooted commitment to our local families, we are united by a single moral purpose: to unlock the academic and personal potential of every child in our care.

As a member of our team, you will play a vital role in this mission. Whether you are joining our teaching staff or our professional services team, you will help us achieve our goals by:

- **Fostering Strong Partnerships:** We believe it takes a village to raise a child. You will help us work closely with parents, carers, and the wider community to ensure every student feels supported.
- **Enriching Lives:** Clayton Hall offers a wealth of sporting and cultural opportunities. You will help us provide the experiences and excellent pastoral care that allow young people to thrive and grow into articulate young adults.
- **Preparing Students for the Future:** The challenge of preparing young people for adulthood is exciting. You will help ensure each student leaves us ready for the journey ahead, equipped with the knowledge they need to succeed.

We are looking for passionate, collaborative individuals who share our values of excellence and community. You will join a talented team supported by a culture of empowerment and professional growth, where your contribution helps us prepare the next generation for a bright future.

If you are ready to help our students find their spark and reach their full potential, I look forward to receiving your application.

Yours sincerely,

**Caty Reid**  
Headteacher

# Our School



## Clayton Hall Academy - "Aiming Higher Together"

Clayton Hall Academy is an 11 to 16 secondary school in Newcastle under Lyme. Our vision is to be the school of choice for our local community by providing a Gold standard education for all our students, delivering an aspirational curriculum leading to academic success, taking a tailored approach to support individual needs and ensuring students become resilient, independent and confident citizens. We encourage positive attitudes and aim to provide an environment where students feel valued, challenged and secure, which in turn, allows them to reach their full potential.

### Our 2024/25 highlights

- International Trips: The school organised three international trips for students to Iceland, Switzerland and Barcelona.
- Professional Development: Twelve members of staff completed National Professional Qualifications (NPQs), enhancing their leadership and teaching skills.
- Academic Outcomes: The school achieved strong results in a range of GCSE subjects, including Computer Science, Construction, Photography, PE, and Performing Arts.
- Charity Events: Students successfully led a range of charity events throughout the year.
- Girls and Cyberbullying Event: The school hosted a special event focused on addressing the issue of girls and cyberbullying.
- Rewards and Incentives: A variety of rewards and incentives were offered to pupils, including a silent disco and various trips.
- Industry Links: The school established new links with local industry, including a partnership with Portmeirion.
- Work Experience: A new Work Experience programme was successfully launched for students.
- Duke of Edinburgh: Students successfully completed both the Bronze and Silver Duke of Edinburgh's Award.
- Sporting Achievements: The school had a successful year in sports, with achievements in chess and the WAT Olympics, and the Year 11 team reaching the County football finals.

*"Clayton is a good school with great staff. I could see at football how well the kids get on with their teachers- it was lovely to see. The positive relationships here make a real difference. Be proud of what you've achieved as a school and the lasting impression you make on the students."* - **Clayton Hall Academy parent**

*"You saw potential in places I hadn't even looked yet. When I felt insecure, your words would constantly steady me. When I felt small, your words of encouragement would give me the space to grow and flourish. Thank you for every lesson, spoken and unspoken. Thank you for reminding me that my voice matters, that writing can heal and even a quiet student can have something powerful to say."* - **Clayton Hall Academy student**



# Welcome from CEO

Dear WAT Family Candidate,

As the Chief Executive Officer of Windsor Academy Trust, I am delighted that you are considering joining our family.

We are a family of 15 primary and secondary schools, united by a single, unwavering moral purpose: **to unlock the academic and personal potential** of every young person we serve. For our 1,200 staff and 10,000 students, Windsor Academy Trust is more than an organisation, it is a family.

We are exceptionally proud of the reputation we have built together. Our schools serve diverse, vibrant communities across the West Midlands, achieving results that are significantly above the national average. But we believe that schools should be more than just places of learning; they are **civic anchors**. We take our role as leaders in our communities seriously, working tirelessly with our partners to ensure our children and their families can thrive, both inside and outside the school gates.

Being a great employer is at the heart of who we are. We were thrilled to receive the Edurio 'Trust Value Award', a testament to the strong sense of belonging our staff feel. As an Associate College for the National Institute of Teaching, we don't just offer jobs; we offer journeys of professional growth and transformation.



**Dawn Haywood**  
Chief Executive Officer



**15**  
SCHOOLS



**10000**  
CHILDREN



**1200**  
STAFF

# Job Description

<b>Salary</b>	£21632 starting
<b>Reporting to</b>	Office Manager/Deputy Headteacher
<b>Responsible for</b>	N/A
<b>Location</b>	CLAYTON HALL ACADEMY

## Job Purpose

The Receptionist/First Aider/Administrator, under the direction of senior staff, will be responsible for providing general administrative support to the school, administering first aid whilst providing a professional reception service.

Clayton Hall Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

## Reception

The Receptionist/First Aider will:

- Undertake Reception duties, acting as the first point of contact in response to telephone and face-to-face enquiries, promptly passing on messages as required.
- Ensure compliance of the school's safeguarding and security arrangements/procedures.
- Assist with arrangements for visits (e.g. photographer), including hospitality.
- Assist with pupil/student welfare, liaising with parents/carers and staff as appropriate.
- Maintain reception area to highest standard ensuring displayed information is current.
- Administer basic first aid/medicine as required
- Liaise with parents/carers over student medical issues and first aid.
  - Use Arbor to locate students as required.

## Administration

The Apprentice Teaching Assistant will:

- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms/bookings
- Update manual and computerised records/management information systems
- Open, sort and distribute incoming mail (including electronic mail)
- Manage outgoing post and distribution of delivered items
- Arrange orderly and secure storage of supplies
- Produce and respond to correspondence using templates (e.g. Newsletter)
- Support with the printing of mock examination papers.
- Carry out reprographics tasks as required and ensure adequate stock levels of paper/toner ensuring orders for replacements/extra stock are placed in a timely manner.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from external bodies, e.g. school nurse, photographer etc.

## **Professional Standards and Trust Ethos**

The Apprentice Learning Support Practitioner will:

- Contribute to the overall ethos, aims, and vision of the academy and Windsor Academy Trust.
- Participate in professional development, training, and performance management activities as required.
- Attend and actively participate in relevant staff and project meetings.
- Comply with all academy policies and procedures, including those relating to child protection, equal opportunities, health and safety, confidentiality, and data protection.
- Safeguard and promote the welfare of children and vulnerable adults at all times.
- Carry out other reasonable tasks commensurate with the post at the discretion of the Headteacher.

# Person Specification

Area	Essential	Desirable
<b>Qualifications and Experience</b>		
NVQ Level 2 or equivalent in relevant area	✓	
Good numeracy and literacy skills, including GCSE Maths & English at Grade C/4 or above (or equivalent).	✓	
Willingness to undertake first aid training	✓	
Some knowledge of administration and office systems/procedures.	✓	
Experience of working in a similar setting		✓
<b>Skills and Competencies</b>		
Ability to communicate clearly and explain complex information with due regard to confidentiality.	✓	
Proficiency in using a range of ICT systems and packages effectively (e.g. Microsoft Word/Google)	✓	
Ability to respond to routine queries, referring to others as appropriate	✓	
Ability to work as part of a team	✓	
<b>Personal Qualities and Attributes</b>		
Ability to remain calm and professional in difficult or challenging situations.	✓	
Demonstrates sensitivity, empathy, and a positive attitude towards others.	✓	
Able to follow verbal instructions and written guidance/procedures	✓	
Commitment to identifying own training needs and actively participating in continuous professional development.	✓	
A proactive and collaborative approach to working as part of a wider team.	✓	

Area	Essential	Desirable
<b>Safeguarding</b>		
Full commitment to safeguarding and promoting the welfare of children and young people.	✓	
Willingness to undergo an enhanced DBS with barred list check.	✓	
Commitment to the Trust's policies regarding the protection and welfare of students.	✓	



# Working for Windsor Academy Trust

**We believe it is important to be a great place to work. In addition to a competitive salary we offer:**

## **Pensions**

As a staff member you have access to the Local Government Pension Scheme and Teachers' Pension Scheme - both generous schemes with the employer contributing up to 20% plus. This also provides a death in service benefit of three times your salary.

## **Pay progression & career pathways**

As well as any nationally agreed pay award (a salary increase linked to inflation), our employees have access to pay progression according to their grade.

We offer a number of career pathways from teaching and other classroom based roles to administration and IT. If you're interested in progressing on your career journey or taking a new career pathway, you should discuss this further with your line manager at your annual appraisal.

## **Continual Professional Learning (CPL)**

Windsor Academy Trust has developed exceptional teachers, leaders and professional services staff in schools for over a decade. We have an excellent reputation for delivering outstanding and innovative professional development for teachers, leaders and professional services staff at all levels, across the Midlands and beyond. Our professional development offer ranges from Initial Teacher Education, to the Early Career Framework as well as leadership development programmes such as National Professional Qualifications (NPQs) as well as networking groups for a number of roles.

## **Employee Assistance Programme**

Windsor Academy Trust has signed up to an Employee Assistance Programme with the Education Support Partnership which provides a support line to access a range of practical and emotional help 24/7, including counselling sessions, financial, legal and practical support from qualified professionals on a range of personal issues as well as access to online health and wellbeing resources and a specialist information service.

## **Free flu vaccinations and eye tests**

For a number of years, Windsor Academy Trust has provided free flu vaccination vouchers so that you can protect yourself over the winter months. We also provide free eye tests for display screen equipment users, which applies to the majority of our employees.

## **Cycle to work scheme**

For those who do not live too far from work, cycling instead of driving or taking public transport could be a good option to save on travel costs. Our cycle to work scheme helps Windsor Academy Trust employees to purchase a brand new bike and spread the cost over 12-18 months. To find out more, visit [The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#).

## **Food and leisure discounts**

Windsor Academy Trust has signed up to access Vivup - the leading wellbeing and benefits provider to the public sector - meaning our employees can benefit from lifestyle savings on films, leisure activities, dining out, family essentials and many more popular categories.

## **Reduced childcare costs**

For working parents, childcare costs can be a significant financial burden. However, there are some solutions available to staff that may help ease short-term financial pressures around childcare. You may be eligible for the Government's tax-free childcare scheme. Find out more by visiting [Tax-Free childcare at gov.uk](#). Should you need them, flexible working and paid time off for caring responsibilities policies are available upon request. Visit the Policies and Procedures section on the Windsor Academy Trust website for full details.

## **Local Credit Union**

Windsor Academy Trust is now a partner employer with Castle & Crystal Credit Union based in Dudley. They are a not-for-profit financial co-operative who provide affordable loans and secure savings for all who live or work in the West Midlands. Loans repayments can be made directly from your salary.

## **Flexible Working**

Windsor Academy Trust supports and is open to flexible working.

# Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at [windsoracademytrust.org.uk/governance](https://windsoracademytrust.org.uk/governance).
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.

## What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities.
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

## References

References will be requested with your consent, at the selection stage directly from the referee.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## Pre-employment checks

- It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.

## Child Protection and Safeguarding Policy

View our Child Protection and Safeguarding policy at [windsoracademytrust.org.uk/policies](https://windsoracademytrust.org.uk/policies)





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