



<b>Organisation:</b>	Watergrove Trust
<b>Academy:</b>	Wardle Academy
<b>Section:</b>	Associate Staff
<b>Location:</b>	Birch Road, Wardle, Rochdale, OL12 9RD
<b>Job Title:</b>	Receptionist /Administrator
<b>Scale:</b>	Grade 3, points 5 to 6
<b>Hours</b>	16 hours 15 minutes per week (12:30 - 15:45)
<b>Accountable to:</b>	Operations Manager, Headteacher & Senior Leadership Team
<b>Special Conditions of Service</b>	All posts require enhanced DBS clearance prior to appointment.  Requirement to undertake First Aid Training and provide first aid cover as necessary.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **RESPONSIBILITIES**

The postholder must:

- Perform his/her duties in accordance with Equal Opportunities Policies.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

### **PURPOSE AND OBJECTIVES OF THE ROLE**

Under the direction/instruction of senior staff, provide administrative, organisational and financial support to the academy.

### **Safeguarding**

- Fulfill responsibilities and obligations in relation to safeguarding.

### **Financial**

- Resources

### **Relationships (not exhaustive)**

Headteacher	Senior Leadership Team	Teachers	Parents/Carers
Students	Associate Staff	Visitors	External Agencies

### **Values and Behaviours**

Our mission is to be ever “Providing More” to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

### **The Wardle Way:**



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

### **Principal Responsibilities**

- To undertake Reception duties, answer routine telephone and face to face enquiries.
- To provide a warm welcome to all visitors of the academy, ensuring health and safety and safeguarding procedures are followed including signing visitors in/out, issuing badges and escorting visitors as required.
- To undertake student first aid/welfare duties as and when required, including looking after sick students, liaising with parents/staff in accordance with school procedures.



- To provide administrative support including general administration duties eg photocopying, filing, emailing and completing routine forms.
- To undertake word processing tasks including the production of letters, reports and Curriculum related activities and to utilise other packages eg. email, databases, spreadsheets and the internet.
- To sort and distribute internal and external mail appropriately.

## **Secondary Duties**

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.
- To demonstrate unconditional positive regard to all students in the academy at all times.
- To undertake training to provide First Aid cover as required.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or



reporting it.

- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the academy and the Trust in meeting our legal requirements for worship.
- Actively promote the academy and Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate.

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder*



## Watergrove Trust Person Specification

<b>Organisation :</b>	<b>Watergrove Trust</b>		
<b>Academy:</b>	<b>Wardle Academy</b>	<b>Post:</b>	<b>Receptionist/Administrator</b>
<b>Section :</b>	<b>Associate Staff</b>	<b>Grade:</b>	<b>Grade 3</b>

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview C Certificate</b>
<b>Qualifications</b>		
A good standard of general education	E	AF, C
To possess or be willing to work towards GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics.	E	AF.C
<b>Knowledge, Ability &amp; Skills</b>		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
Professional & friendly nature with excellent customer service skills	E	AF, I
ICT literate (including digital technology)	E	AF, I
Work effectively within a team environment, understanding roles and responsibilities	E	AF.I
Ability to establish and maintain positive working relationships	E	AF, I
Communicate effectively with all stakeholders	E	AF, I



Excellent organisational, administrative and time management skills	E	AF, I
Use initiative and work independently as required	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Sense of humour	E	AF, I
<b>Application Form</b>		
Readability and evidence of care	E	AF
Specific application to Wardle Academy, our philosophy and values	E	AF
<b>Values and Behaviours</b>		
<p>The Wardle Way:</p> <p>W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Empathy</p> <p>Please confirm that you are willing to adhere to these values</p>	E	AF, I
<b>Special Working Conditions</b>		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You will be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Progress Evenings as and when required	E	AF, I

