



# Receptionist



Dear Candidate,

Thank you for your enquiry regarding the position of **Receptionist** at Oasis Academy Enfield. We are part of Oasis Community Learning [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org) which runs over 50 academies across the UK. We need an enthusiastic individual join our Administration Team.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org). We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact David Tyrrell, People Directorate Officer, on 01992 655 424 or [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: [enfield.HR@oasisenfield.org](mailto:enfield.HR@oasisenfield.org)

Post: PD Officer  
Oasis Academy Enfield  
9 Kinetic Crescent,  
Innova Park,  
Mollison Avenue,  
Enfield, EN3 7XH

The closing deadline for applications is no later than **8am on Monday, 27<sup>th</sup> June 2022**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Thursday, 30<sup>th</sup> June 2022**. If you have not been invited to attend by **Wednesday, 29<sup>th</sup> June 2022** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Anthony Williams  
Principal

# About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 12 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 11 year history. In 2018, Ofsted confirmed that we continue to be a good academy.

*Academy leaders and staff share high expectations for all students*

*Students behave well, and treat each other and staff with respect*

*Safeguarding is a strength of the Academy, and staff are proactive at supporting the children to stay safe both in school and out*

*Students feel safe and happy in school. Parents support this view and are happy with the progress their children are making*

We provide students with high quality teaching, which not only enables them to make to the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

The Sixth Form works in partnership with Oasis Academy Hadley, just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies. We want all our students to gain the qualifications that enable them to move onto college, work, apprenticeships or university. Around 95% of our sixth form students progress to university with two thirds going to Russell Group and other leading universities following a wide range of courses from English, History to engineering, psychology and law.

We are committed to providing staff with high quality professional development. We hold regular middle leader training to develop the skills and knowledge needed in their current role or look towards the next step in their career.

The induction of new staff is important and we have a tailored programmes to meet individual needs. All new staff have an experienced mentor who will meet with them and support them as they settle into the Academy. In addition, NQTs also have an Induction Tutor who is responsible for supporting them in successfully completing their Induction year.

As part of the Oasis family of academies we benefit from wide range of opportunities to network with colleagues across the region and nationally through a variety of joint training and professional development opportunities. National Lead Practitioners offer advice and guidance and share resources through concerns and visits to the academy. The annual regional conference brings all the staff across London and the South East together to network and share best practice from across the region.

The Academy mainly serves the ethnically and economically diverse local communities of Enfield Lock and Enfield Island Village. A number of students travel from Ponders End, Edmonton and further afield to the Academy. The intake is mixed, some students live in the private housing close to the academy and others come from some of most deprived housing areas in the country. High numbers of students are eligible for pupil premium. There is a high proportion of students with English as an additional language (54%) with over 60 languages spoken. Turkish, Black Caribbean, Black African and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 50 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Enfield supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

To view the prospectus and watch a short video on Oasis Academy Enfield please follow the link below:  
<https://www.oasisacademyenfield.org/about-us/working-at-oasis-enfield>





## About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

# About the Administration Team

We are looking to recruit a Receptionist and Reprographics Technician with a positive and proactive approach to join our administrative team and support the smooth running of the academy reception desk.

You will join the administrative team of 5 staff. The team is enthusiastic, flexible and determined to ensure that the academy runs smoothly. They have a strong, mutually supportive team ethos and regularly share ideas. The team is based in the administrative offices at the front of the Academy. You will also work closely with the data team and the student attendance team.

Previous experience within an academy, school or other educational setting is an advantage. What's essential is an approachable and engaging manner with the ability to communicate with ease with staff and students, good organisational skills combined with the ability to work to tight deadlines. A good working knowledge of MS Office applications and excellent attention to detail is also needed. A knowledge of the Bromcom Management Information System would be an advantage but training will be provided.

This is an exciting time to work at the Academy. Not only are there the fantastic opportunities provided by the Academy, but we are rapidly moving forward as an academy creating an inclusive environment, where every student has the opportunity to meet their full potential. This is an exciting opportunity to make a real difference to the lives of children in North East London.



# Job Description

**Post:**  
Receptionist

**Accountable to:**  
Office Manager and,  
Principal

**Salary:**  
SCP 3 range 5-7 (Outer  
London) £19,827 -  
£20,552 (Actual) plus  
Local Government  
Pension Scheme

**Key relationships:**  
Academy Leadership  
Teams; relevant teaching  
and support staff; Oasis  
Community Learning  
central staff; LA  
representatives; partner  
professionals; local  
community; other Oasis  
Academies.

**Location:**  
Oasis Academy Enfield

**Working pattern:**  
37 hours x 40 weeks  
(term time, training days  
plus up to 5 days as  
directed)

**Contract:**  
Permanent

**Disclosure level:**  
Enhanced DBS

## **JOB PURPOSE:**

To perform reception, telephone and reprographic duties and to carry out some administrative support for the Academy.

## **RESPONSIBILITIES:**

### *Reception Duties:*

- To perform reception and telephone duties to provide courteous advice, information and help staff, students, parents and outside agencies in a manner reflecting the ethos of the Academy
- To convey messages to staff, parents and students promptly and accurately
- To respond to emails of a general nature
- To provide refreshments for meetings
- To maintain a welcoming and resourced reception area reflecting the ethos of the Academy
- To monitor stocks of office stationary and to liaise with the Finance office to place orders when required.

### *Reprographics Duties:*

- To provide a reprographic service across the Academy to include photocopying of letters, worksheets and documents and collating booklets as required
- To maintain stocks of all proformas for use within the Academy
- To use office machinery including laminator, shredder, comb binder and guillotine as required
- To maintain stocks of paper, laminating pouches etc for the whole Academy
- To change empty toners and stapler units on the photocopiers as necessary and carry out simple maintenance tasks including calling an engineer if required

### *General Duties:*

- To provide basic administrative support as required for the Office Manager and Academy Leadership Team. This will include word processing certificates and letters, some of a confidential nature, setting up meetings and contacting parents and outside agencies
- To create and maintain a manual and electronic filing and information storage and retrieval systems to record, process and report information
- To sort and distribute incoming mail and prepare and frank outgoing mail
- To carry out administrative duties for the behaviour team when required

### *Other Duties:*

- To be aware of issues regarding confidentiality and child protection and work accordingly with regard to Academy procedures
- To work in a co-operative and polite manner with all staff, students and visitors to promote and enhance the reputation of the Academy
- To work with students within the framework of the Academy in a courteous, positive caring and responsive manner
- To take an active and positive role in the Academy's commitment to the development of staff and review procedures
- To present oneself in a professional way that is consistent with the values and expectations of the Academy
- To be responsible for promoting and safeguarding the welfare of children and young persons
- To participate in the life of the Academy
- Other duties as can be reasonably expected by the Principal

Oasis is committed to safeguarding and promoting the welfare of children, and young people and vulnerable adults. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



# Receptionist Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Some secretarial training</li> </ul>
<b>Experience, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Ability to work under pressure and respond to deadlines</li> <li>Up to date working knowledge of IT systems and working knowledge of MS Office suite of applications including mail merge</li> <li>Good written skills</li> <li>High attention to details</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Strong people skills with a warm and engaging manner</li> <li>Good organisation skills</li> <li>Ability to reflect</li> <li>Enthusiastic, reliable and committed</li> <li>Ability to work as part of a team</li> <li>Able to deal with people from a broad cross section of backgrounds at all levels internally and externally</li> <li>Ability to remain discrete when privy to confidential information</li> <li>Flexible, mature and balanced approach</li> <li>Able to demonstrate initiative and work unsupervised</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li>Motivation to work with children and young people</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	

## Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.