

# Receptionist



Oasis  
Academy:  
Hadley

# Welcome

Dear Candidate,

A warm welcome and thank you for your interest in the position of **Receptionist** here at Oasis Academy Hadley.

We are one of 52 academies which form part of Oasis Community Learning, a well-established Trust with a great reputation for supporting and developing staff.

I hope you find the information pack helpful. If you would like to know more about us, check out our website [www.oasisacademyhadley.org](http://www.oasisacademyhadley.org).

If you have any further questions about the role or would like to visit us in person prior to applying, please contact the People Directorate team on 020 8804 6946 ext 73012 or 72803 or email [hr@oasishadley.org](mailto:hr@oasishadley.org).

If you think this role could be for you, please complete the Application and Equal Opportunities monitoring form linked to the job advert on our website or email it to: [hr@oasishadley.org](mailto:hr@oasishadley.org). CVs will not be accepted for this role.

The deadline for applications is 8am on **Tuesday 28<sup>th</sup> March 2023**. Interviews will take place **Week Commencing 27<sup>th</sup> March 2023**.

Wishing you well and looking forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Zoë Thompson', with a stylized flourish at the end.

Zoë Thompson  
Principal

# About Oasis Academy Hadley

Oasis Academy Hadley is a great place to work and learn.

We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care, and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families, and their community. By nurturing a positive mindset, we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto university with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to grow and develop. Throughout all phases of our Academy, we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development program.

Oasis Academy Hadley is one of 52 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.

To find out more about what it's like to work for Oasis and the huge benefits that come with this, go to [OCLCareers.org](https://www.oclcareers.org).

## Our Offer to you

### Clear career progression opportunities



As a large trust, we are able to provide clear career progression opportunities from ECT, through to middle leader, senior leader, Principal and Regional Director roles. In partnership with the National Institute of Teaching we provide accredited and bespoke training programmes that include the full NPQ suite of qualifications. We also work closely with a range of other providers to deliver high quality CPD in pedagogy, behaviour management and curriculum development.

### Curriculum development and reduced workload

Our NLPs and National Curriculum Leads have worked hard to create the Oasis Curriculum; a comprehensive set of lesson plans and materials for all subjects currently taught in Primary and secondary Phases. Your time as a teacher is valuable, and we hope that this will support you with managing your workload and work-life balance.

### Trust-wide opportunities for you to make a difference

There are a wide range of opportunities for teachers to support and play a key role in trust wide initiatives. This can be through: Pioneering new systems and approaches, based on current educational research – being at the cutting edge of educational thinking and development. Transferring between academies to support Academy improvement or to gain additional experience in preparation for promotion. Leading a Regional Improvement Network for your subject or year group, becoming one of our NLPs or National Curriculum Leads or Joining strategy groups to develop best practice.

These include Assessment, SEND, Early Years, Equality and Diversity and Safeguarding to name a few.

### Support and sharing best practice

As part of a regional family of Oasis academies, you will enjoy the support and challenge of your peers within the region as well as from across the trust.

### National Lead Practitioners (NLPs)

NLPs are highly effective teachers who are released from their own Academy for 1.5 days a week to design curriculum and promote best practice in academies across the trust. As part of Oasis, you will have the opportunity to become an NLP.

### Regional Improvement Networks (RINs)

Networks exist to share effective practice, moderate students' work, raise standards, collaborate, undertake training, reduce workload, and give opportunities for leadership.

**Assessment:** Our NLPs have developed year group assessments in secondary and through a unified approach to exam boards we are able to work together to promote highly effective teaching strategies to secure the best outcomes for our students. For primary we have whole phase assessment systems to track achievement in every cohort in each Academy.

**Best Practice Directory:** Through our Learning and Development Zone we have numerous strands of best practice that academies can access.

**Conferences:** We hold CPD conferences across the UK to share best practice and pedagogy - regionally and nationally. These are enhanced through support from our NLPs.

More information about our NLPs and best practice is available in our Video Gallery on the Oasis Careers website.



## Our Curriculum

In line with the Oasis Education Charter, the curriculum is the heart of our Academy's educational provision. Through this and our commitment to an exceptional climate for learning and great pedagogy, we make learning the foundation of every lesson. We have designed our curriculum to meet the needs of all, striving for personal as well as academic and vocational excellence.

We know that the development of character does not happen by chance but by purpose and intention: it is therefore an explicit part of our curriculum. We work hard at preparing our students to be the best version of themselves, today and in their futures.

Our curriculum is highly effective. In order to ensure that all our students receive the best, broad and exciting lessons and to make teachers' workload manageable, we have designed the Oasis Curriculum for all secondary subject areas, led by our National Curriculum Leads.

## The Oasis ethos

Our ethos is a part of everything we do. We are looking for people who not only share in our vision but are champions of our ethos and our

## Our ethos is:

- 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

## Community Learning: Oasis Hubs

Developing and running Hubs is core to the global purpose of Oasis and vision for healthy communities. To this end, our staff are committed to working in an inclusive, integrated and empowering way so that all people experience wholeness and wellbeing. We want to see local communities that are characterised by trust, safety, cohesion, mutual support, vibrancy, health and opportunity, as well as increasing capacity to address their own issues. We want to see those who are excluded brought back into the community to share the experience of wholeness and wellbeing.

Each Oasis Academy is part of an Oasis Hub that responds to the needs of the local community through many different forms of outreach. Our united goal is to see the entire community transformed for the better.

## Nine Habits



# About the Administration Team

We are looking to recruit an experienced Receptionist with a positive and proactive approach to working on our busy reception, duties will include being the first point of contact for students/visitors/parent/carers, managing car parking, first aid and supporting with administrative work when necessary.

You will join the administrative team of 10 staff led by the Operations Manager. 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.

Previous experience within an academy, school or other educational setting is an advantage. The successful candidate will have an approachable and engaging manner with the ability to communicate with ease with staff and students, good IT skills combined with the ability to work well under pressure 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 new Academy, but we are rapidly moving forward as a learning area by tailoring the courses available to each student according to their needs, skills and aspirations effectively. All of this creates an inclusive environment, where every student has the real opportunity to meet their full potential.

The working pattern for this role would be as follows:

Monday to Friday: 7:45 AM - 14:15 PM

40 weeks (term time only, training days plus up to 5 days as directed)

This working pattern is not limited to these times and are directed by the Operations Manager and Principal in line with the needs of the Academy and department.

# Job Description

## ACCOUNTABLE TO:

Office Manager and Principal

## GRADE:

SCP 3 range 5-7 (Outer London) £13,796 - £14,621 (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 Hadley, Ponders End, Enfield, EN3 4PX

## WORKING PATTERN:

7:45 AM - 14:15 PM

40 weeks (term time only, training days plus up to 5 days as directed)

## JOB PURPOSE:

To perform reception and telephone duties throughout the day as well as carrying out some administrative support for the academy.

## RESPONSIBILITIES:

- 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
- Greeting all visitors to the Academy and providing refreshment for visitors as required.
- To be a registered first aider and support/assist as necessary.
- Answering telephone, communicating any messages and directing calls where appropriate
- Ensuring all visitors sign in and are aware of safeguarding requirements while in the building
- Direct persons to correct destination or relevant member of staff.
- Deal with queries from students and where necessary, provide forms or direct to an appropriate member of staff or classroom.
- Deal with enquiries from the general public and prospective students, parents and agents
- To be a registered Fire Marshall and assist/support where necessary
- Receive, open and distribute mail
- General administrative and clerical support, including Proof of Attendance Letters, Free School Meal Applications, My Child At School Login details.
- Check and receipt deliveries
- Ensure deliveries are moved by the site team as quickly as possible
- Co-ordinate and monitor the Academy Car Park.
- To provide refreshments for meetings
- To maintain a welcoming and resourced reception area reflecting the ethos of the Academy

### *General Duties:*

- To carry out administrative duties for the Operations manager 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 Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths at A*- C or equivalent</li> <li>• First Aid Trained</li> </ul>	Some secretarial training
<b>Experience, Skills and Understanding</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>	To speak another language, such as Turkish.
<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.

### **Safeguarding Children**

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

### **Disclosure and Barring checks**

- Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary depending on the nature of the post.
- 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.
- If you are currently working with children in any capacity, your current employer will be asked about disciplinary offences, including those related to children (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.
- 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.

### **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.

All candidates invited to interview must bring original copies of the following documents:

- Documentary evidence of right to work in the UK
- Evidence of identity that satisfies DBS requirements such as a current driving license and/or a passport and/or a full birth certificate and any documentation evidencing a change of name
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.
- Documents confirming any qualifications that are necessary or relevant for the post.

We will seek references on shortlisted candidates and will approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and welfare of children, including:

- Motivation to work with children
- Able to form and maintain appropriate relationships and personal boundaries with children
- Emotional resilience in working with challenging behaviours and 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 and receipt of at least two satisfactory references
- Verification of identity and qualifications and professional status such as QTS Status, NPQH (where required)
- Satisfactory Disclosure, Barring Service check
- Satisfactory completion of a Health Assessment and 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 a successful statutory induction period (for 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.