



## RECRUITMENT PACK

### RECEPTIONIST



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## ***Welcome from the Executive Head Teacher***

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence, Respect, Aspiration, Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE and A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey  
Executive Headteacher

## Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



### Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

### CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

**Excellence:** appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

**Responsibility:** provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

**Respect:** fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

**Aspiration:** providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

**Perseverance:** providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

### **Six key principles of the CMAT:**

**Equity:** Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

**Learning:** High quality teaching and learning for all key stages

**Leadership:** Rigorous leadership that has an impact at all levels

**Curriculum:** Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

**Professional Development:** High quality training and professional development for staff and governors

**Communication:** Positive professional relationships between all staff and all stakeholders.



CMAT SCHOOLS





## Our primary school

### Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can

provide a first-class education for all.



## Whole School Vision

*Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.*





**School Receptionist**  
**Part-Time Post: One Year Fixed Term Contract Initially**  
**Salary Scale 2 Point 3 - £18,887 p.a. (£6,923.50 p.a. pro rata)**  
**15 hours per week Term Time Only**

The successful candidate will be the first point of contact for our school welcoming visitors, staff and students in a pleasant and friendly. Your responsibility is to manage the switchboard and ensure the front desk welcomes visitors in line with the School's Safeguarding policies and execute related office administrative tasks to the highest standard.

You will need to be enthusiastic, reliable and work in an efficient, professional and courteous manner. Strong interpersonal and organisational skills and a willingness to work as part of a team as you will be liaising with senior leaders and school staff and being first point of contact with parents and other stakeholders.

**To apply:**

Please refer to the job description on the school's website [www.claremont-high.org.uk](http://www.claremont-high.org.uk) and

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of the role you are applying for.

**Please send applications by email or post to:**

Daxa Panchal, Headteacher's PA  
Claremont High School Academy,  
Claremont Avenue,  
Kenton, Harrow, Middlesex, HA3 0UH  
Tel: 0208 204 4442  
Email: [daxa.panchal@claremont-high.org.uk](mailto:daxa.panchal@claremont-high.org.uk)

**Closing date: Monday 26<sup>th</sup> September 2022 (12 noon)**

Claremont High School Academy is committed to safeguarding and promoting welfare of children, and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Disclosures and Barring Service checks.

## PERSON SPECIFICATION - Receptionist

	Method of Assessment		
	Application Form	Interview	Test
<b>Education, Training &amp; Qualifications</b> <ul style="list-style-type: none"> <li>GCSE Maths &amp; English</li> <li>Good level of proficiency in Word/Excel and Outlook</li> </ul>	X	X	
	X	X	X
<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a busy reception</li> <li>Experience of working in a school environment</li> <li>Experience of undertaking a range of administrative tasks</li> <li>Knowledge of procedures required to safeguard children</li> <li>Knowledge of GDPR</li> </ul>	X	X	
	X	X	
	X	X	
	X	X	
	X	X	
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>Commitment</li> <li>Effective communication with students, staff &amp; visitors at all levels</li> <li>A pro-active, positive &amp; flexible attitude</li> <li>Work effectively both independently and as a team member</li> <li>Attention to detail</li> <li>Strong multi-tasking skills, and ability to use initiative to organise and prioritise and meet deadlines</li> </ul>	X	X	
	X	X	
	X	X	
	X	X	
	X	X	
	X	X	
<b>Special Requirements</b>			