

# MURRAY PARK SCHOOL

  
Ofsted  
Good  
Provider



## APPLICANT INFORMATION PACK

### RECEPTIONIST

37 HOURS PER WEEK – 39 WEEKS PER YEAR (TERM TIME ONLY)

APPLICATION DEADLINE: MONDAY 9<sup>TH</sup> OCTOBER 9AM

INTERVIEW DATE: W/C 16<sup>TH</sup> OCTOBER 2023

START DATE: ASAP SUBJECT TO SAFER  
RECRUITMENT CHECKS

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references.*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values and a common goal of not only celebrating our students’ diversity but championing them to achieve their dreams.” (Flavia Kupferberg - Teacher)



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1160 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk). The application letter should be no longer than 2 sides of A4, Arial font size 11 or apply via TES online or Gov.Uk Vacancies.*

*“The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you.” (Mr Gregory - AHT KS4 Achievement)*



# OFSTED 2022

Our school was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link: [Ofsted Reports | Murray Park](#)

Quality of Education	“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.” “Leaders have planned assessments to check pupils' understanding.”
Behaviour and Attitudes	“Pupils are happy and safe at Murray Park. They know teachers care about them.” “Leaders have ensured that classrooms are places where pupils can learn.”
Personal Development	“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.” “Leaders ensure that all pupils have opportunities to gain different cultural experiences.”
Leadership and Management	“Leaders have prioritised reading.” “Leaders have created a culture of safeguarding.”

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

#### Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way” (Miss Bunting - Science)

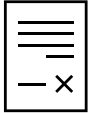


# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. See below for 10 things we do for staff-wellbeing:



Opportunity for flexible working for all staff.



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



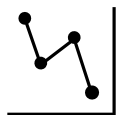
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



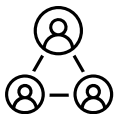
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

“ Murray Park School is at the centre of the community and our students and this is their OASIS.” (Mrs Drew - AP Lead)



# DEPARTMENT INFORMATION

The receptionist will be part of the administrative team which is a large team that provides efficient and effective support across all aspects of the school including visitors, students and staff.

There are a number of administrative bases within school with Reception office normally being the first point of contact, either by phone or in person, for visitors and parents so at times can be extremely busy.

We are looking for someone to join the team that shares our excellent working ethos whilst supporting other members of the team personally, enjoys friendly working relationships and is willing to embrace and develop new working practices within this busy and sometimes challenging environment.



# JOB ADVERT

## Receptionist- Term Time only (39 weeks per year)

**Hours:** 37 hours per week (39 weeks/term time only). Hours are normally worked Monday 8.00am -3.45pm, Tuesday - Friday 8.00am-4.15pm (excluding 45 minutes unpaid lunch)

**Salary:** NJC Points 8-9 : Actual Salary approximately £19,684 - £20,034 (pay award pending)

**plus generous contributions into the LGPS scheme currently approx. 21%**

**Responsible to:** Office Manager

**Framework:** to work within the framework of the NJC pay and conditions (37 hours per week 39 weeks per year (term time only), current legislation and policies of the school.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a Progress 8 improvement from -0.64 in 2019 to 0 in 2022, as well as now being over-subscribed.

The post is suitable for an experienced receptionist to join a hardworking, forward thinking and supportive team. All staff receive a comprehensive induction programme.

### **The person appointed will have:**

- Experience of providing a receptionist service.
- Excellent organisation and administrative skills and be highly motivated, enthusiastic and dynamic.
- Relentlessly high standards.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

### **Staff at Murray Park School benefit from:**

- A friendly and supportive working environment.
- A positive approach to flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A whole-school CPD package which includes professional development opportunities

### **How to Apply**

Employed staff at Murray Park do not need to complete an application form but should send a letter of application of no more than 2 sides of A4. All other candidates can download a support staff (non teaching) application pack from the school website

<https://www.murraypark.derby.sch.uk/key-information/vacancies/>. Applications are also accepted from TES online and Gov.Uk Vacancies. CVs only are not accepted.

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# ROLES AND RESPONSIBILITIES

## Duties as a Receptionist:

### Key Purpose:

To have a highly organised individual to join our team to provide effective and efficient reception service to the school. The successful candidate will work well under pressure, be able to work to strict deadlines and be highly motivated.

### Key Tasks:

- Reception and telephonist duties, dealing with general enquiries as they arise and respond accordingly.
- General office duties, including: Photocopying, Internal & External mail.
- Taking franked mail and parcels to the post office.
- Data Input using school's Management Information Systems.
- Sending communications to parents using our electronic communications system.
- Dealing with incoming school emails and forwarding to the relevant person.
- Accepting school deliveries and informing finance, kitchen or onsite team.
- Managing a school diary for visitors coming into school.
- Responsible for school gate intercom allowing authorised visitors or students on/off site.
- Ensure visitors are signed in and DBS is checked if required.
- Report any safeguarding issues to safeguarding lead/Senior leadership Team.

The post-holder will be expected to carry out other tasks/duties as directed by their Line Manager that are commensurate with the responsibilities of a Receptionist - to work within the framework of the NJC pay and conditions (37 hours per week for 39 weeks per year term -time only) current legislation and policies of the school.

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# PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in operation of administrative systems</li> <li>• Experience of working within a school environment</li> </ul>	✓	✓
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent qualification or experience in a relevant discipline</li> <li>• Recognised IT qualification</li> <li>• Valid First Aid certificate</li> </ul>	✓	✓ ✓
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Good numeracy / literacy skills</li> <li>• Awareness of policies / codes of practice and legislation applicable to the position</li> <li>• Good ICT skills including Microsoft packages</li> <li>• Knowledge of SIMS or similar management system</li> <li>• Ability to work constructively as part of a team, understanding the school's roles and responsibilities, and your own position within these</li> <li>• Ability to relate well to children and to adults</li> <li>• Good organisation skills</li> <li>• Ability to prioritise effectively</li> <li>• Ability to work to tight deadlines</li> </ul>	✓ ✓  ✓ ✓ ✓  ✓ ✓ ✓	✓   ✓   ✓
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>• Accepts, supports and quickly implements change</li> <li>• Proactively seeks opportunities to increase job knowledge and understanding</li> <li>• Works with others to resolve differences of opinion</li> <li>• Requires minimum supervision</li> <li>• Takes responsibility for own actions</li> <li>• Identifies and overcomes barriers</li> <li>• Takes quick and effective action</li> <li>• Demonstrates focused implementation of role and responsibilities</li> <li>• Contributes to a team ethos where everyone feels valued</li> <li>• Is accountable for own development</li> <li>• Is of smart appearance</li> <li>• Have a warm, welcoming manner for both Telephone and Reception Duties</li> <li>• Be flexible in order to meet the variety of demands of the school</li> <li>• Enhanced Criminal Record check (school will apply for this on behalf of the successful candidate)</li> </ul>	✓    ✓  ✓ ✓ ✓  ✓ ✓ ✓  ✓	✓  ✓ ✓ ✓  ✓





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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