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**RECEPTIONIST**

**RECRUITMENT PACK**

Pay Scale: £17,850 - £18,870 (pro rata)

£15,886 -£16794 (actual)

Working Hours – Monday to Friday

8.00am –4:00pm

Term Time Only (39 weeks per year)

The Fermain Academy,

Beswick Street,

Macclesfield,

SK11 8JF

01625 611001

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Dear Applicant

Thank you for your interest in our Receptionist vacancy.

This vacancy at The Fermain Academy is an outstanding and unique opportunity for the right person to become a member of our highly inclusive and collaborative team.

The Academy supports students from across Cheshire East and the surrounding areas, from our base in Macclesfield. The Fermain Academy supports individuals who struggle to access conventional education and we work hard to support, engage and raise the aspirations of every student.

The Fermain Academy is a beacon of outstanding practice in alternative educational provision and you will have the opportunity to make a difference to the most vulnerable young people in society.

If you feel that The Fermain Academy may be the right place for you, I hope you will consider applying for the post.

I will be more than happy to have an informal conversation if you have any further questions please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely

**Lee Cambray**

**Head teacher**



The Fermain Academy Receptionist Recruitment and Selection Process

1. You are asked to complete The Fermain Academy Application Form which is attached.
2. You are asked to return your Application Form by email to:

[admin@thefermainacademy.org](mailto:admin@thefermainacademy.org)

The deadline for applications is: **5pm on 20th January 2022**

Interviews will be held: **As soon as possible**

Start Date: **As soon as possible**

***If you would like further information please contact*** [***admin@thefermainacademy.org***](mailto:admin@thefermainacademy.org) ***or alternatively telephone:*** ***01625 611001***

**The Fermain Academy Ethos**

Our Ethos

The Fermain Academy was set up with a vision to reengage those students who have become disconnected with not only mainstream education but with their own dreams and aspirations. We want to help students to recognise their achievements, and by delivering a personalised curriculum that will allow them to sit a minimum of five GCSEs (or equivalent).

We will prepare them for a world where they can truly realise their full potential. Designed to encourage all students to be respectful of, and generate their own alternative viewpoints and ideas, we’ll deliver a complete academic, social and emotional learning experience by placing students in smaller working groups led by adult role models that our students trust.

The safety and wellbeing – both emotional and physical – of all our students and staff is paramount, something we ensure by maintaining safe and stimulating learning environments and implementing robust systems of behaviour, as well as social and emotional support. Finally, we want to provide the best possible standards of care, support, and learning for all students and staff by promoting an environment in which our staff can develop and share their skills, knowledge and experience.

The Fermain Academy exists to provide education for 13-16 year olds who have been excluded or are at risk of exclusion, and who may be experiencing emotional and behavioural difficulties.

By focusing on academic achievements through focused personal and social development programmes we can establish the foundations on which to build trust and re-engagement in learning.

We support the ‘whole student’ by concentrating on focused personal and social development programmes, which in turn helps us to establish solid foundations on which to build. We put in place provision that helps them to overcome the range of challenges they often face.

All student successes will be celebrated and praised in order to raise the students’ self-confidence and self-esteem. We understand that by raising the self-worth of the ‘whole student’ they are much more likely to re-engage with and establish a love of learning, which will ultimately allow each student to meet and exceed their academic targets.

**School Receptionist Job Description**

**Reports to:** HR and Finance Officer and Headteacher

**Purpose of the Role:**

To help provide a comprehensive, efficient and effective reception and administrative support service for the school, working alongside the Office Manager in the main school office.

**Duties and Responsibilities**

* To act as a main point of contact for visitors, staff, pupils, parents, carers, outside agencies and other stakeholders. Providing advice, information, and assistance where possible either over email, telephone or face to face. To provide hospitality for visitors as necessary and implement school safeguarding policy.
* To provide administrative support to the Headteacher, and staff as directed by the Headteacher and/or Office Manager. This will include maintenance of records, written and electronic, origination of letters, photocopying, scanning, emails and phone calls.
* To help to arrange for supply cover in the event of staff absence
* To administer school registration procedures in line with statutory requirements and school policies
* Ordering school lunches and collecting cash/cheque payments for lunches
* To help administer pupil enrolment and leaver procedures, to add to and maintain pupil and staff databases on the school MIS. To maintain lists and registers ensuring records are accurate and up to date. To produce reports, lists, information and data as required.
* To complete statutory census returns along with other weekly and monthly returns such as staff variation sheets and sickness absence and insurance returns
* To assist in the routine administrative arrangements in relation to the recruitment and interviewing of applicants.
* To support the Office Manager in maintaining and monitoring staff information, including absences and staff training
* To help arrange and manage pupil transport requirements and liaising with external agencies.
* To keep updated, school prospectuses, home/school agreements, school website, displays and other marketing material
* To ensure security procedures are followed when people enter and exit the school in line with safeguarding requirements.
* which could improve the efficiency and effectiveness of the organisation. To attend training as necessary.
* To undertake such other duties related to the work of the school appropriate to the post as may be assigned by the Officer Manager/Headteacher.
* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection.
* To maintain complete confidentiality at all times.

**Admin Assistant**

**Personal Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes and requirement** | **Essential** | **Desirable** | **How Identified** |
| Relevant Experience & Knowledge | * Experience of handling enquires from/dealing with members of the public * Good knowledge and understanding of administrative procedures. * Reception/ General admin experience * High level of accuracy * Good functional literacy and numeracy skills | * Experience of working in a school / forward facing office environment * Experience of using school MIS systems or similar software packages * Experience of financial procedures | Application form  Interview  References |
| Education & Training | * Good standard of general education to include 5 GCSE’s (including Maths and English A-C) * Willingness to undertake training and development | * Evidence of continuing professional development | Application form  Interview |
| Special Knowledge & Skills | * Friendly, patient and approachable demeanor. * Able to use/ learn schools IT systems and packages. * Self-motivated and organised, ability to work calmly under pressure and to meet deadlines * Confidentiality, tact and diplomacy in relationships with all members of our school community * Passion to undertake all tasks to the very best of own ability. * Ability to interact well with children who have complex learning difficulties * Flexible * Will seek advice and support when necessary * Open minded and receptive to new ideas | * Experience liaising with outside agencies and parents | Application form  Interview  References |

**The YES Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.**