

RECEPTIONIST X 2 POSITIONS AVAILABLE



KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM

Vacancy Details	
Salary:	SCP 4-8 £20,302 - £21,697 (actual salary)
Contract:	2 x Full Time / Term Time Only / Permanent
Location:	King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU
Closing date:	Wednesday, 4 September 2024 at midday
Interview date:	w/c Monday, 9 September 2024

About the Academy Trust

The King Edward VI Foundation, Birmingham, is a progressive charitable organisation which has supported excellence in education across the city since 1552. Our schools are diverse in nature but have a common purpose and commitment to achieving our mission of “making Birmingham the best place to be educated in the UK”.

Our Academy Trust currently consists of two independent schools, six selective, and five non-selective academies. Our recent expansion into a wider diversity of local communities is enabling us to accelerate our strategies for improving the life chances of young people in Birmingham, whatever their background.

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the academies outlined above. The academies receive back office central support services including governance, from the Foundation Office (a central support services function), with several staff being seconded from the Foundation to deliver support services to the Academy Trust and the academies themselves.

Our highly focused five-year strategy aims to build on our existing strengths and heritage and deliver our ambitious growth strategy which aims to bring in a further five academies over the next five years.

The Role

We are welcoming applications for the posts of Receptionist at King Edward VI Balaam Wood Academy, an academy recently graded as ‘Good’ by Ofsted in all four areas in January 2024. Due to the internal promotion of two of our current staff members, we are looking for two equally highly motivated and enthusiastic individuals to join our team and make the roles their own as they run and maintain our busy school office.

We are looking for bold individuals who have experience of working in a fast-paced office-based environment and/or customer services who are able to use sound judgment in prioritising multiple demands and multitask effectively. Our ideal candidates will also be able to demonstrate ambition by actively upholding the academy’s core values consistently, showing a professional and pleasant customer-focused approach to all of our visitors. The successful applicants will be collaborative in being a reliable team-player, helping colleagues, pupils and the wider community calmly when under pressure. Most importantly, you will be joining a small, kind and powerful community of Senior Leadership, Teaching and Support staff where “staff feel valued and appreciate how their workload and wellbeing are considered by leaders at all levels” as recently noted in our Ofsted Inspection Report. Please note the role would require administering first aid therefore, a qualification or willingness to work towards gaining a qualification is essential.

We are incredibly proud of the journey our academy is on and we are looking forward to meeting other like-minded professionals who want the best outcomes for our pupils who “know staff have high expectations of them and want them to be successful.” Both staff and pupils are “rightly proud of how much Balaam Wood has improved over recent years” in which “daily life reflects the school’s values of being bold, ambitious, collaborative and kind.” We are looking forward to receiving your application and welcoming you to our vibrant community.

Who will you be joining?

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King Edward VI Balaam Wood Academy is located in South West Birmingham. The academy is rapidly improving and continuing to benefit from having joined King Edward VI Academy Trust Birmingham which has led to investment across the academy, including the availability of cutting-edge technology in each classroom. King Edward VI Balaam Wood Academy is proud to be part of The Schools of King Edward VI Birmingham which supports its schools, faculties/departments and individual staff to work collaboratively. The successful candidate will benefit from a wide range of professional development opportunities encompassing the potential to experience schools across the Foundation and to pursue professional qualifications. There will be opportunities to collaborate with other schools and to benefit from their expertise and resources.

Our expectations and aspirations

King Edward VI Balaam Wood Academy has the highest aspirations and expectations for all members of its community. As a member of staff, you will be valued, challenged and supported in making a difference to the lives of our young people. We expect the same of our pupils. We demand courtesy, endeavour and resilience from all of our pupils and the support of their parents and carers.

We are exceptionally proud of our academy and our young people and would encourage interested applicants to come and spend some time with the leadership team to understand our shared vision, have a look around and experience what life is like as part of our community.

How to Apply

A full job description and an application pack for this post, can be found at:

<https://bwa.kevibham.org/academy-information/vacancies/>

Alternatively, an application pack can also be obtained from:

Address: King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Email: e.wills@bwa.kevibham.org

Telephone No. 0121 464 9901

To arrange a visit to the academy, please contact Miss E Wills, Head's PA, on 0121 464 9901.

The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

CHARITY NUMBER: 529051