



YATE ACADEMY

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Yate Academy,
Sundridge Park
Yate
BS37 4DX

Telephone: 01454 333560

Email: info@yateacademy.co.uk

Dear Candidate

Thank you for your interest in the role of Receptionist at Yate Academy.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:



KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely
Eddie Rakshi, Headteacher

ABOUT OUR SCHOOL

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

Leadership

We set a high standard, we set the standards for others. We lead by example; we lead the way.

Resilience

We work hard. We never give up , we keep going and never give up.

Citizenship

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary will be calculated in line with NJC pay scale, Grade 10 points 7 to 11

£26,403 - £28,142 per annum (FTE) actual salary will be £22,769.38 - £24,269.05

HOURS OF WORK

36 hours per week Term time only, plus all INSET days

Working pattern:

8:15am - 4:00pm Monday to Thursday

8:15am - 3:45pm Friday (with 30 minute unpaid lunch break each day)

PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Receptionist
Responsible to:	PA to the Headteacher
Responsible for:	N/A

ROLE OVERVIEW

Yate Academy is looking to recruit a Receptionist to join our busy and vibrant front of house team.

MAIN DUTIES AND RESPONSIBILITIES

- Acting as the Academy's initial point of contact for receiving and directing visitors.
- Safeguarding our students by checking identification & issuing the appropriate lanyards.
- Responding to the enquiries of staff, parents, students and the general public.
- Answering student timetable enquiries.
- To administer basic first aid to Students.
- Postal duties include; sorting, recording, franking departing post using an on-line system receiving, recording and organising the distribution of parcels/deliveries.
- Overseeing and sorting students lost property.
- Be a central point for distributing and collecting students' letters and communication.
- Support the School with the organisation of trips.
- Reset the fire alarm and liaise with the appropriate staff in response to emergency alarm calls.
- Ordering equipment as required by the school.

Telephone duties to include:

- Operating the central switchboard.
- Directing enquiries to the correct personnel.
- Receiving initial complaints and resolving them where possible or forwarding them to the appropriate member of staff.
- Providing cover for the retrieval and distribution of central voicemail messages in absence of the designated member of staff.
- Obtaining telephone contacts on behalf of staff.

General:

- To participate in school initiatives where every person is expected to contribute to each learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

Key Contacts:

- Daily involvement with teaching staff, other support staff and students of the School.
- Contact with parents, school visitors, suppliers and external contractors.

SAFEGUARDING

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	x	
Further qualifications in administration		x
A First Aid certificate, or willingness to train as a first aider	x	
Skills and experience		
Previous experience as a receptionist	x	
Excellent problem solving and organisational skills.	x	
Excellent communication skills with children and parents/carers	x	
Previous experience of working with children in an educational setting.		x
Excellent IT skills including Outlook, Word and Excel	x	
Awareness of sensitivity and confidentiality issues and the commitment to deal appropriately	x	
Personal attributes		
An ability to establish good working relationships with a wide range of people including students and colleagues	x	
The ability to remain calm and professional during busy periods	x	
High levels of professional integrity	x	
Be dependable, able to follow instructions and respond to management directions	x	
Commitment to high standards and expectations	x	
Have a willingness to extend skills through appropriate training	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on 19th April 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW LEARNING TRUST



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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