

A specialist provision for students with Social, Emotional and Mental Health needs, with a specific focus on mental health difficulties.

**RECEPTIONIST**

**RECRUITMENT PACK**

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

£15,886 - £16,794 (actual)

Working Hours – Monday to Friday

8:00am – 4:00pm

Term Time Only (39 weeks per year)

The Axis Academy

Lodgefields Drive

Crewe

Cheshire

CW2 8TU

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Dear Applicant

Thank you for your interest in our Receptionist vacancy.

This vacancy at The Axis Academy is an outstanding and unique opportunity for the right person to become fully functional, multiskilled member of a highly inclusive and collaborative team that strives to change the lives of children with Social, Emotional and Mental Health needs (SEMH) through all that we do.

We pride ourselves on being a versatile, empathetic, and intuitive team which develops bespoke, personalised programmes of study to meet the needs of all of our students to provide them with the opportunity to maximise their potential, whatever that potential may be. As a specialist school this is a rare opportunity that will give you the chance to help develop an education system that truly focuses on the individual.

The Axis Academy is fast becoming a beacon of outstanding practice in SEMH specialist provision. You will have the opportunity to grow with the school and truly make a difference to the most vulnerable young people in society.

If you feel that The Axis 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

**Helen Phillips**

**Head teacher (Director of Education)**



The Axis Academy Receptionist Recruitment and Selection Process

1. You are asked to complete The Axis Academy Application Form which is attached.
2. You are asked to return your Application Form by email to: [admin@theaxisacademy.org](mailto:admin@theaxisacademy.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@theaxisacademy.org***](mailto:admin@theaxisacademy.org) ***or alternatively telephone: 01270 307074***

**The Axis Academy Educational Vision**

*Our Mission and Vision.*

It is our mission to provide children with a wealth of education which doesn’t just focus on academic achievements. It is our drive to implement a holistic approach to supporting children in order for them to feel safe, develop self-worth, be happy and have true informed perspective, through quality education.

We will offer a wide and varied curriculum which will inspire and excite them so that children feel ambitious and empowered to succeed. Ultimately, we want to unlock every child’s potential, reaching out to every possibility within them, making sure we have the most impact for their future.

Through a diverse and carefully tailored curriculum, and positive, understanding and empathetic staff students’ anxieties will reduce and their emotional well-being will improve and students will become confident and functioning members of society.

We want to motivate children, to inspire their minds and encourage them to think outside of the box. We want children to believe in their dreams, to believe that it is possible for them to accomplish anything they want and make it a reality, giving children a purpose in life and the confidence to believe in themselves. This is not just an aim but a devout commitment.

**School Receptionist Job Description**

**Reports to:** Office Manager 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 Office 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.

**Receptionist**

**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 | 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 demeanour. * 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.**

**Note re: School holidays**

Before applying, please be aware that The Axis Academy may adopt a different holiday calendar to other schools. Each half term will be approximately six weeks in duration with two week breaks in between. This will mean that summer break will be approximately 4 weeks in duration. For further clarification please contact the Office Manager or Headteacher.

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