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| **Post Reference:** | 2238 |
| **Academy:** | Leeds City Academy |
| **Job Title:** | Student Receptionist/Admin Officer  |
| **Grade** | B1 - Actual Salary £21,189 - £21,9683 |
| **Hours:** | 37 Hours per week, All Year Round |
| **Accountable to:** | Attendance Welfare Leader |

This is an extremely exciting time to be joining Leeds City Academy, one of the **most rapidly improving** schools within the Leeds area and county of West Yorkshire. We are an 11-16 academy and one of four schools within White Rose Academies Trust, a trust recognised nationally for its ground-breaking and transformational impact on the lives of the young people it serves. The academy had a Section 5 Inspection in May 2019 achieving an **overall Good judgement with Leadership and Management judged as Outstanding**.

Our highly motivated and talented students are at the very centre of everything we do and the shared mission of all our stakeholders is to work ‘In Partnership’ in securing the aspirations and ambitions of every one of our young people. Our academy is a unique and truly inspirational place to work, enhanced by our wonderful students who come from a diverse range of cultures, heritage and experiences; a significant proportion of students speak English as an additional language.

Our CPD training programme is highly respected by staff at the academy and is further enhanced by the various opportunities for professional development in all sectors.

Please apply if you wish to work for a Multi Academy Trust which values and supports the next move in your career. **Come and join us on our journey to becoming World Class.**

**Role**:

You will contribute to the key objective of the Academy Development Plan, raising standards of achievement by effectively and professionally providing a range of administrative duties. This will include being the front face of student reception, responsible for student reception and administrative duties.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

**Duties and Responsibilities:**

• Be responsible for opening student reception and ensuring it is staffed from 08:00 hours each morning, including student break times, lunchtimes and after school.

• Act as the first point of contact for student reception providing courteous, professional, calm, and friendly support for students.

• Greet all incoming students, attend to parent/carers and visitors arriving at student reception and redirect as appropriate.

• Meet and greet all new admission students to Leeds City Academy.

• Deal with student enquiries efficiently, and in a pleasant and courteous manner.

• Undertake student reception duties, retrieving telephone messages and emails, answering routine telephone and face to face enquiries.

• Deal with student requests, such as telephoning home, taking notes, delivering items to students, and collecting students.

• Manage the signing in and out of students, in line with the safeguarding protocols and liaising with main reception, as required, to ensure protocols are followed.

• First aid; act as first responder, look after sick and injured students, liaise with staff and parents.

• Maintain the academy accident register, keeping up to date records of all accidents and minor injuries, in accordance with the academy policy.

• Inform Year Managers of any students who require risk assessments; for students returning to school with illness or injury e.g., crutches, slings, casts.

• Following current protocols and in accordance with academy policy, administer medication to students who have a care plan in place or require medication during the school day.

• Maintain the central student locker database and support students with enquiries relating to this.

• Maintain and manage the uniform shop, planners, and student stationery, ensuring stock is accounted for and distributed.

• Provide routine clerical support e.g., reprographics, filing, scanning, emailing, completing routine forms, word-processing and other IT based tasks as directed.

• Support the Pastoral Team at the start of the school day; making telephone calls to parent/carers.

Part of White Rose Academies Trust - the most rapidly improved family of schools in the region - Leeds City Academy is accelerating on a thrilling journey, which will ultimately see the school, its staff and its students achieve ‘World Class’ status.

We're securing our 2025 vision for World Class by growing our family of exceptional education professionals; dedicated specialists and passionate leaders with the shared goal of transforming future prospects for the next generation of West Yorkshire.

We provide exceptional life training; harnessing the skills and fortifying the aspirations of young people, who we know will transform the region and provide a positive, progressive contribution to society.

White Rose Academies Trust is a local trust dedicated to raising and fulfilling the ambitions of young people. Our academies throughout Leeds are at the heart of the communities they serve, which is why we are committed to delivering an outstanding education to every one of our students.

The trust employs over 500 outstanding professionals who are committed to unlocking the potential of the next generation. Our CPD Programme is focused on innovation, leadership development and delivery of excellence for vulnerable groups. Our Beginner Teacher Programme is amongst the best in the region. We are on a significant journey which will see all of our schools Ofsted rated as World Class within five years.

White Rose Academies Trust is a member of Luminate Education Group, other members include Harrogate College, Keighley College, Leeds City College and Leeds Conservatoire. The Group provides expertise, international networks and highly desirable employability prospects within education and beyond.

**Closing Date:** Thursday 23rd March 2023, 9am

**Shortlisting:**   Thursday 23rd March 2023

**Interview Date**:   Week commencing 27th March 2023

**Start Date:**   As soon as possible, upon completion of pre-employment checks

For more information, please visit our website at [www.whiteroseacademies.org](https://www.whiteroseacademies.org/).

To apply, please complete the application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV’s.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**