MOSAIC

MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Standish Community High School

Receptionist / Admin Support Assistant (Permanent Contract)

Closing Date: Friday 20th August 2021 at 8.00 am

Interviews: Wednesday 1st September 2021

Partner Schools in Mosaic

This is an exciting opportunity to join a thriving and expanding Multi Academy Trust that currently consists of three schools located across Lancashire. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts.

Standish Community High School

Kenyon Road, Standish, Wigan, WN6 0NX

Standish Community High School is the lead school within Mosaic MAT, The school's motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

SOUTHLANDS HIGH SCHOOL
Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ

At Southlands High School we believe that academic achievement and personal growth for every child goes hand in hand; therefore there is a high expectation and high ambition for each and every student in terms of their learning and progress and in the mutual respect we hold for each other in our learning community.

Golborne Community Primary School, Talbot Street, Wigan, WA3 3NN

All at Golborne Community Primary School strive to create an environment that is stimulating, welcoming, friendly and secure. An environment where children are encouraged to try their best and are praised for their efforts. Where high expectations are encouraged the development of the whole child is valued. We believe that through effective experiences and partnerships we can support and develop the individual, giving them skills they need to be independent, confident learners, capable of expressing themselves and with the ability to integrate into the community.

Standish Community High School

be Outstanding!

July 2021

Dear Applicant,

Receptionist / Admin Support Assistant - Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- Information about Standish Community High School
- Exam Results
- Job Description
- Person Specification

Standish Community High School is advertising for a permanent Receptionist / Admin Support Assistant to commence employment as soon as possible.

The successful candidate is primarily required to be the school's first point of contact. The successful candidate will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multi task, work flexibly and have a "can do" approach.

The working hours will be 37 hours per week, term time plus 1 week, 08.00 until 16.00 Monday to Thursday and 08.00 to 15.30 on Fridays.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: recruitment@mosaicmat.net. Late applications will not be considered.

Applications will be considered as soon as they are received and the closing date will be Friday 20th August 2021 at 8.00 am

Yours faithfully,

Mr A Pollard
Executive Headteacher

Standish Community High School

July 2021

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Receptionist / Admin Support Assistant at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve “outstanding”.

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Head of School

Exam Results

	2017	2018	2019	2020
Attainment 8	54.26	55.8	54.6	n/a
Progress 8	0.37	0.24	0.24	n/a

Standish	2017	2018	2019	2020
5 x 9 – 4 including English and Maths	80	79	81	81
English and Maths Grade 4 and above	84	85	85	85
3 9 – 7	37	40	38	40
5 9 – 7	29	29	24	28

English Grade 9 – 4	94	95	92	93
English Grade 9 – 5	80	86	82	84
English Grade 9 – 7	43	47	44	42

Maths Grade 9 – 4	85	86	85	85
Maths Grade 9 – 5	64	70	62	66
Maths Grade 9 – 7	32	33	24	29

Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9's - 2019	Grade 9'S – 2020
English Language	22	15	21	20
English Literature	35	19	16	21
Maths	16	15	12	16

JOB DESCRIPTION

Post Title:	Receptionist / Admin Support Assistant
Status:	Permanent contract
Job Overview:	• The role requires the successful candidate to carry out reception duties including answering telephone calls, face to face enquiries and signing in visitors. They must have the ability to work as part of a team, have a flexible approach and work well under pressure. • As the first point of contact for the school the successful candidate will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition it is essential that the person for this role is organised, able to multi task, work flexibly and have a "can do" approach.
Reporting to	Senior Admin Support Assistant, Head of School, Senior Leadership Team
Liaising with:	Head of School, Senior Leadership Team, teachers and support staff, students, parents/carers and outside agencies
Working time:	37 hours per week working term time plus 1 week 08.00 am to 16.00 pm Monday to Thursday 08.00 am to 15.30 pm on Fridays
Salary /Grade:	Grade 3, SCP 3 (£18,562) – SCP 5 (£19,312). Actual salary £15,187.65 - £15,801.30 per annum dependant on current point and continuous service
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.
Main Duties / Job Outline	• Answering all incoming telephone calls through the switchboard, transferring and announcing calls where appropriate and taking telephone messages. • Welcoming all visitors, making appropriate checks and signing visitors in using the schools Inventry system. Ensuring compliance with the schools Safeguarding protocols at all times. • Plan, organise and carry out work to strict deadlines including prioritisation of own workload, when necessary. • To ensure the provision of an effective and efficient reception, promoting a welcoming environment for all and supporting the school's aim of corporate excellence. • To book meeting rooms and arrange refreshments. • To attend meetings and take minutes when required. • To deal with parents / carers and outside agencies, where necessary. • To assist with cover and the booking of supply teachers when necessary. • Maintain manual and computerised records / management information systems. • Produce lists / information / data as required. • To book and organise resources, order and mange stock, and keep inventories. • To sort and distribute all incoming post. Prepare and frank all outgoing post. • Maintain and update the Single Central Record, a mandatory safeguarding requirement with visitor and supply agency staff details. • To facilitate the smooth running of the reception area by undertaking reasonable tasks, when instructed by the Senior Admin Support Assistant. • Use initiative to enhance, develop resources with guidance from the Senior Admin Support Assistant / Head of Department. • To work for the school and also within specified curriculum areas offering administrative support including typing, filing, photocopying, preparation of reports, help with the organisation of school trips. • To facilitate the smooth running of the curriculum area when undertaking reasonable tasks requested by the Senior Admin Support Assistant. • When required assist Reprographics with photocopying requests. • To carry out other duties reasonably assigned by the Head of School.

Health and Safety Training	• To undertake Health and Safety Training on areas within the designated work area • During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy
Other Specific Duties	• To carry out the duties in the most effective, efficient and economic manner available • To continue personal development in the relevant area • To participate in the staff review and development appraisal process • To support the development and promotion of an image that is consistent with the aims of the school • Provide general clerical / admin support, when directed. • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person • Commitment and support to ensure equal opportunities for all • Contribute to the overall ethos / work / aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as may be reasonably directed
School Ethos	• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example • Promote actively the school's corporate policies • Comply with the school's health and safety policy and undertake risk assessments as appropriate

Signatures

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed .....
(Receptionist / Admin Support Assistant)

Signed .....
(Headteacher)

Dated .....
(Receptionist / Admin Support Assistant)

Dated .....
(Headteacher)

Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

Date: July 2021

Person Specification
Receptionist / Admin Support Assistant

Requirements	Essential / Desirable
Experience	
Experience of using a range of computer packages i.e. Microsoft Office	E
Experience of undertaking a range of clerical tasks	E
Strong organisational skills, able to organise own workload, prioritise tasks / solve problems and work to deadlines within a busy school environment	E
Previous experience in a similar role	D
Experience of SIMS	D
Training & Qualifications	
Minimum of 3 GCSE's Grades (A to C) including English and Mathematics or equivalent qualifications	E
NVQ Level 2 in Business Administration or equivalent relevant qualification / QCF credit value or willingness to work towards within agreed timescales	E
Willingness to undertake basic first aid	D
Knowledge & Understanding **Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post**	
Knowledge of school related office procedures	E
Knowledge of working within a school setting or learning resource facility	E
Good numeracy and literacy skills	E
Understanding procedures with regards to Safeguarding	E
Personal Skills, Abilities and Competencies **Applicants should be able to provide evidence that they have the necessary skills and abilities required**	
Ability to deliver polite, courteous and efficient service	E
Excellent communication skills to deal with staff, students and visitors regularly	E
Ability to use initiative to respond to and resolve problems	E
Ability to work effectively as part of a team and individually	E
Ability to respond to and resolve routine problems	E
Ability to work in accordance with the schools health and safety policies	E
Maintain confidentiality where appropriate	E
Adaptable, flexible, diplomatic, tactful and committed to success	E
Willingness to work occasional unsocial hours	E
Be aware of Best Practice with regard to working with young people	E
Ability to keep calm and focused in pressurised situations	E
Ability to work efficiently, organised and pays attention to detail	E
Professional appearance and manner, with the ability to promote a positive ethos in school	E
Personal Qualities	
Tact and a sense of humour	E
A personal and friendly nature	E
Application	
Accurate completion of school application form	E
Letter which addresses person specification, evidence in letter and application	E
High standards in spelling and writing	E

Legal Issues	
Legally entitled to work in the UK	E
Enhanced DBS Clearance	E
Valid UK Driving Licence, access to a vehicle with business insurance	D

How to Apply:

Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures.

Please return completed application forms, accompanied with a covering letter by email to recruitment@mosaicmat.net . Late applications and CV's will not be considered.

The closing date for applications is Friday 20th August 2021 at 8.00am. Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

Interviews are scheduled to take place on Wednesday 1st September 2021.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.