



Receptionist/Administrator Application Pack

The Hathaway Academy,
Grays, Essex

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Grays, Essex



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Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



02. The Hathaway Academy Information

The Hathaway Academy is part of the Academy Transformation Trust family of academies.

Rated as 'Good' by Ofsted in June 2015, at Hathaway we aim to change the aspirational horizon of our students and their community. Everything that both our students and staff do will be done to ensure, that through engagement, self-worth and purpose, pupils will be the very best they can be.



The balance of academic excellence and opportunities underpins our high aspirations and provides students with the skills and confidence they need in their future journey.

We offer a personalised, engaging and relevant 21st century curriculum, which will develop pupils into thinking, articulate, responsible and successful citizens.

This is supported with a wide and varied extracurricular programme that not only supports academic progress but also embeds the specialism of digital media and performing arts.

Our faculty system runs throughout the academy which each faculty attached to a charity and a number of fundraising initiatives taking place throughout the year,

We are extremely proud of our brand new £1.5m food technology, hospitality and catering facility which has recently opened.

We also have a number of partnerships with organisations in our community including the Duke of Edinburgh and the Royal Opera House.

To find out more, please visit www.hathawayacademy.attrust.org.uk.

03. Job Description

Receptionist/Administrator

Post Title:	Receptionist and Administration
Salary Grade:	
Post Holder:	
Reporting To:	Principal's PA
Liaising With:	All members of staff, parents/carers, students and visitors
Contract Type:	37 hours per week, 38 weeks a year
Disclosure Level:	Enhanced
Purpose:	The Receptionist will be the first point of contact for any visitor, parent/carer or student coming into the Academy. Providing administrative support to whole Academy.
Main/Core Duties	<ul style="list-style-type: none"> • The main contact for the Academy for Jack Petchey. • Coordinate all Jack Petchey nominations and liaise with Jack Petchey organisation. • Co-ordinate rewards material (such as certificates, post cards, letters) and distribute to relevant staff. • Order relevant trophies for awards events and ensure trophies are engraved when necessary. • Coordinate Principal Walks and Drop-Ins information/data and liaise with Vice Principal. • Act as the first point of contact for the Academy. • Ensure the safety and security of the Academy at all times. Monitoring all entry/exit cameras to the Academy. • Answering the telephones and taking messages. • Communicating with parents/carers on all aspects of student's Academy life, taking messages and email relevant members of staff with the messages. This includes finding out reasons for student absence and forwarding information via email to Student Reception. • Receive, sort and deliver all packages and mail. • Organise and send post when and where necessary. • Signing in and out visitors. • Liaise with the Academy Site staff regarding any deliveries • Ensuring safeguarding procedures are followed by visitors to reception. • Ensure the reception area is consistently kept smart and tidy. • William Palmer Trust: To prepare and log students who are in receipt of FSM and living in the Parish of Grays and are therefore entitled to receive possible funding from the Trustees of the William Palmer Trust regarding students attending visits trips and interventions. • Progress Evenings: organise the administration to ensure all Progress Evening are efficient and effective including liaising with appropriate staff. • Year 11 Leavers ball: organise the administration to ensure the Year 11 Prom is efficient and effective, including the booking of the venue, the

03. Job Description



	<ul style="list-style-type: none">letters to students and parents/carers etc.• Year 9 options: To collate and word process the option booklet for year 9 students.• Prepare the weekly bulletin and distribute to staff• Academy photographs: to organise and carry out whole of school photographs which includes collecting orders, distribution of photographs and organisation of the days.• Faculty Rewards, including producing letters and certificates.• Rewards: To ensure that all resources needed to facilitate rewards assemblies are prepared in advance and available at the relevant assembly including faculty termly, presentation evenings, graduation and end of term.• Internal exclusions: organise the administration to ensure all internal exclusions and isolations are efficient and effective, including letters home to students and parents/carers etc.• First Aid Trained.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy 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 shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

04. How to apply



The Hathaway Academy, Grays, Essex

Hours:

37 hours per week for 38 weeks of the year

[37 hours with a 9.40am start time, 5.30pm finish Monday to Thursday, 5.00pm finish on a Friday (this includes a 20 minute unpaid lunch break)]

Salary:

NJC 4-7, starting prorated salary £15,576 per annum

Closing date:

28th February 2020, 12.00 noon

Interviews:

Will be on a rolling basis

Start Date:

As soon as possible

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the Academy on 01375 371361.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

Address:

Academy Transformation Trust
Unit 4 Second Floor
Emmanuel Court
Reddicroft
Sutton Coldfield
B73 6AZ

Visit:

academytransformationtrust.co.uk

Call:

0121 354 4000

Email:

office@academytransformation.co.uk



@AcademyTrust