

**THAMES
PARK**



Candidate Pack

Receptionist/Administrative
Assistant



February 2021

Dear Colleague,

Thank you for your interest in a role at Thames Park Secondary School. The aim of this candidate pack is to enable you to find out more about the school's distinct nature in order to inform your application.

Thames Park Secondary School opened to Year 7 pupils in central Grays in September 2020 as a brand new school. Grays is a vibrant, dynamic, rewarding and inspiring place to work with excellent transport links. The area is undergoing large scale redevelopment in Europe as part of the Thames Gateway Development. We are part of a £20 million plus building programme and will have excellent, purpose-built accommodation with state-of-the-art specialist equipment and facilities in September 2022. We are the newest school in the Osborne Co-operative Academies Trust which comprises of 12 schools.

Our education plan and curriculum have been designed to ensure our students make outstanding progress, reach high levels of academic attainment and develop the skills essential for career success. Our students are fully supported through high-quality, personalised pastoral care. The curriculum is enhanced by a digital theme that runs through all subject areas designed to develop authentic, contextualised learning. Our students are motivated and highly engaged by the offer of a dynamic learning environment.

Initially Thames Park Secondary School has a small staff complement, meaning high levels of personal and professional commitment, along with excellent teamwork will be essential. The successful candidates will be part of a small team and will be required to be highly adaptable and flexible and will need to work hard. In exchange, Thames Park Secondary School will offer first class career development opportunities, high quality personalised CPD, the chance to work with cutting edge equipment along with an engaged Trust and outstanding group of young people. Staff wellbeing is given high priority. You will have the unique opportunity to play a central role in creating an exceptional school.

We would love to hear from you if you feel you have the skills and expertise required for this key role.

Please do contact me directly should you wish to discuss the role in more depth.

Best wishes,

Mr Kam Bains
Headteacher



JOB ADVERT

Thames Park Secondary School

Grays area
Group 5 – (five form entry)

Receptionist/Administrative Assistant

Salary: Band A – Point 1 to 6 (Range - £15,835 to £17,481 actual per annum)

**Monday to Friday – 8am to 4pm – 37.5 hours per week
(Term-time plus 5 x INSET days) - Start date: April/May 2021**

Thames Park Secondary School is the newest secondary school within the Osborne Co-operative Academy Trust. We opened our doors to our founding Year 7 pupils in September 2020 and will be increasing to five year groups by 2024. We have a strong on focus digital education running throughout our curriculum and are passionate about making our learning both exciting and memorable.

We wish to appoint a self-motivated and enthusiastic team member to take on role of Receptionist/Administrative Assistant in our new school. The successful applicant will work closely with the Support Manager to provide:

- A professional reception service, being the first point of contact for all visitors to the school.
- Administrative support including keeping pupil attendance records, photocopying, laminating and data entry.
- Support with First Aid to ensure the efficient running of the Medical Room.

The ideal candidate will have:

- English and Maths GCSE (A to C grade)
- Sound knowledge of applications including Excel, Word and PowerPoint.
- Good communication, ICT and organisational skills, with a high level of accuracy and efficiency.
- The ability to work under pressure in an environment where there are constant interruptions.

A knowledge of Bromcom and a First Aid qualification is desirable, although not essential, as training will be provided.

These are exciting times for us and this role is central to the school's mission in providing an education which prepares pupils for the future. On the near horizon, the school will move to its brand-new purpose built state of the art facilities in September 2022.

In return, Thames Park Secondary School can offer:

- High quality training and professional development.
- A professional, dedicated and creative team of staff.
- The support of a family of schools within the Osborne Co-operative Academy Trust.

Please contact Abbie Stonehouse, Trust Recruitment Officer on a.stonehouse@osborne.coop or 01375 648901 if you would like to organise an informal chat with Mrs Jo Williams, the Support Manager of Thames Park Secondary School.

To apply for this post, please download the attached application form.

Closing Date: Friday 9th April 2021

Interview Date: ASAP via video link

The Osborne Co-operative Academy Trust is committed to safeguarding and promoting the welfare of our young people and expects all staff to share this commitment. This post will require an enhanced disclosure from the Disclosure and Barring Service and satisfactory references.

Job Description

JOB TITLE: Receptionist/Administrative Assistant

REPORTS TO: Support Manager

BAND: A

JOB PURPOSE: To provide a professional receptionist service as well as administrative support under the supervision of the Support Manager. To assist with data entry, ordering stock, receiving and distributing deliveries. Answering and directing telephone enquiries.

KEY CORPORATE ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above. To work with colleagues to achieve service plan objectives and targets. To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- To answer and direct face to face and telephone enquiries from staff, pupils, parents, governors and the general public, taking messages where appropriate.
- Ensure school security arrangements are always complied with, including the use of the Inventory system to register visitors and issue their ID badges.
- To accept and sign for deliveries as appropriate.
- Provide typing support, ensuring accuracy and confidentiality at all times as well as photocopying and laminating duties.
- Provide administrative support particularly in relation to pupil punctuality and attendance. This will involve contacting parents/carers on a daily basis concerning student absence via phone and email. Updating absence records and retrieving reports using the School's MIS (Bromcom).
- To provide First Aid support and liaise with parents regarding pupils sickness/injury.
- Distribute staff/departmental mail, opening if appropriate.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required. Be involved in Extra Curricular activities, e.g. open days, presentation evenings.

Person Specification

Receptionist/Administrative Assistant

Requirement	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience of working on Reception in a busy office environment.• High level of competency in ICT (Office 365 including Word, Excel and Powerpoint).	<ul style="list-style-type: none">• Experience of working within a school office.• Experience of using Bromcom.
Qualifications	<ul style="list-style-type: none">• GCSE in English and Maths (Grade A to C).	<ul style="list-style-type: none">• A current First Aid qualification.
Skills and Personal Qualities	<ul style="list-style-type: none">• Excellent verbal communication skills.• Professional and friendly telephone manner.• Proven organisational skills, with the ability to prioritise and meet deadlines.• Adaptable and flexible approach to work.• Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors.• Ability to work as part of a small, motivated team and a sense of humour.	

Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Trust Board recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
 - receipt of satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity
 - verification that you are not barred from working with Children
 - verification that you are not prohibited from teaching
 - verification of medical fitness for the particular role
 - verification of qualifications and of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of/exemption from statutory induction period
 - verification that you are not subject to any section 128 direction preventing you from holding a management position within the Trust/school
 - a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.