



# **Admin Assistant/Receptionist Application Pack**



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## Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**



## Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



## The application

You are invited to submit an application form to Nicki Cocks, Business Manager at [nicki.cocks@purfleetprimary.co.uk](mailto:nicki.cocks@purfleetprimary.co.uk)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

## The application process and timetable

Application deadline:	Midnight, Friday 10 <sup>th</sup> December 2021
Interviews:	Week commencing 13 <sup>th</sup> December 2021
Contract details:	Term time only
Salary:	£18,186-19,662 ( <b>Actual £15,975-£17,271</b> )
Hours:	Full time (37 hours per week)

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

## Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#)



### **Purfleet Primary Academy**

Tank Hill Road, Purfleet-on-Thames, Essex, RM19 1TA

Tel 01375 802700

Email: [admin@purfleetprimary.co.uk](mailto:admin@purfleetprimary.co.uk)

### **Administrative Assistant/Receptionist**

Salary – Thurrock pay scales Band A Point 1-5

Starting salary £18,186 FTE (**actual salary £15,975**)

37 hours per week, term time only (inc. non-pupil days)

8.00am – 4.00pm

We are looking for an Admin Assistant/Receptionist to join our busy office. The successful candidate will be the first point of contact for parents and visitors and therefore a calm, welcoming and positive disposition is essential. This varied role includes duties such as answering the phone, dealing with emails, administering first aid and processing personal data. Experience of working in a school environment would be an advantage but not essential.

You should be:

- Methodical and well-organised
- Able to work accurately and pay attention to detail
- Able to prioritise work
- A good team worker

You should have:

- Good written and verbal communication skills
- Good IT skills
- The ability to relate well with parents, children, teachers, visitors and staff

A high level of confidentiality is essential.

Visits are warmly welcomed. Please contact Nicki Cocks (School Business Manager) on 01375 802700 to make an appointment. Purfleet Primary Academy is conveniently located close to the M25 and other major transport links.

For further details or an application pack, please contact Mrs Nicki Cocks, Purfleet Primary Academy, Tank Lane, Purfleet, Essex, RM19 1TA.

Tel: 01375 802700

Email: [admin@purfleetprimary.co.uk](mailto:admin@purfleetprimary.co.uk)

**Closing date for applications:** Friday 10<sup>th</sup> December 2021

**Interviews:** Week commencing 13<sup>th</sup> December 2021

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with Child Barred List check.

## Administrative Assistant/Receptionist

### Job Description

**Reports to: School Business Manager**

**Salary: Thurrock Pay scales Band A, Point 1-5**

<b>Job purpose</b>	To provide clerical and receptionist support under the supervision of the School Business Manager. To assist with data entry, first aid, general admin duties, the selling of school uniform and answering/directing telephone/email enquiries.
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>To be the first point of contact for both telephone, email and face-to-face enquiries and take messages where appropriate</li> <li>To ensure school security arrangements are always complied with, including the issue of visitors badges and signing in visitors on InVentry</li> <li>To accept and sign for deliveries as appropriate</li> </ul>
<b>Clerical</b>	<ul style="list-style-type: none"> <li>To undertake typing and word processing as required</li> <li>To undertake filing and reprographic work as required, including the basic maintenance of the photocopier</li> <li>Sending of outgoing post and sorting incoming post</li> <li>To provide general clerical support as required</li> <li>To assist with the monitoring and maintenance of stock</li> <li>To assist with administration of school visits in liaison with teaching staff</li> <li>To be responsible for the preparation and maintenance of paper and computerised pupil data records, including attendance</li> </ul>
<b>Welfare</b>	<ul style="list-style-type: none"> <li>To administer first aid to pupils as required, in keeping with the school's policy</li> <li>To liaise with parents regarding pupils' sickness/injury</li> <li>To assist with the general welfare of pupils</li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>Use the full suite of programs in Microsoft Office</li> <li>Maintain &amp; update the school website</li> <li>Assist with audit of ICT equipment in the school</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>To comply with individual responsibilities in accordance with the role, for health and safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.</p>



## PERSON SPECIFICATION

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent First Aid Qualification (not essential as can be gained in the role)
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use a photocopier Ability to use Microsoft Office
<b>Communication</b>	Written	Ability to complete forms and write routine letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work independently
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions and use initiative
	Equalities	Demonstrate a commitment to equality
<b>General</b>	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role