



THRIFTWOOD SCHOOL AND COLLEGE
**PART-TIME RECEPTIONIST/
ADMINISTRATION ASSISTANT**
(Fixed Term Appointment)



**Thriftwood School and College
is part of SEAX Trust**



LETTER FROM THE HEADTEACHER THRIFTWOOD COLLEGE

Thriftwood College

Fox Crescent, Chelmsford, CM1 2BN

Headteacher: **Mrs Elizabeth Smart**

Telephone: 01245 226779

Email: gemmabaker@thriftwoodschoo.com

Dear Applicant

Thank you for your interest in Thriftwood College. I would like to take this opportunity to tell you a little more about us.

Thriftwood offers high quality provision to learners with a range of learning needs from 5-19. The School (5-13 years) and College (14-19 years) are situated on two distinct sites in Chelmsford. We aim to offer our students a continuing education which is individualised and appropriately matched to their learning needs. We wish to enable young people to develop the confidence and skills they need to move on to the next phase of their lives, whether it is to further education and training, employment or to work towards a happy, healthy life, with as much independence as possible. Thriftwood has recently achieved an **Outstanding** Ofsted Inspection outcome and recognises the importance of attracting the right people into all roles to sustain excellence.

At this point in our development we are now looking to appoint an enthusiastic and professional Receptionist/Administration Assistant to provide effective and efficient clerical support to the college.

We are keen to hear from applicants who share our ethos and values regarding our learners. We offer training and support and would be interested to receive applications from all those with interest and commitment.

Thriftwood is proud to be an equal opportunities employer.

We look forward to hearing from you in the near future.

All good wishes

Mrs Elizabeth Smart M.Ed

**Headteacher
Thriftwood College**



Thriftwood College

This sheet sets out the key information for any candidates applying for the post of Learning Mentor to be based at Thriftwood College.

Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the SEAX Trust Application Form and submit it to the college no later than **12 noon** on the closing date of **Thursday 26th September 2019**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

The college will only contact shortlisted applicants and therefore if you have not received any communication from the college by this date your application has not been successful on this occasion.

Referees

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

The college may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date

Interviews will be held at **Thriftwood College on Thursday 10th October**. Please note the college does not reimburse candidates for interview expenses.

Further information and college visits

Applicants who require further information or would like to visit the college should contact Gemma Baker on 01245 262779.



Thriftwood College

Part-time, Fixed Term Receptionist/Administration Assistant Band 2, Point 4 (Mid- Range Points 3-5)

Job Description & Person Specification

Job Title:	Part-time, Fixed Term Receptionist/Administrative Assistant
Grade:	Band 2 mid-range (Points 3 - 5)
Based at:	Thriftwood School & College (Thriftwood College Post)
Reports to:	Headteacher, PA to the Headteacher
Liaison with:	Headteacher, Office Manager, Administration staff, other college and school staff, parents/carers, pupils, visitors, external agencies
Job Purpose:	To provide a professional clerical service to the college
Principal Accountabilities:	<ul style="list-style-type: none">• To ensure college security arrangements are always complied with, including the issue of visitor badges and completion of the signing in procedure• To be the first point of contact for both telephone and face to face enquiries and take messages, ensuring that they are passed to the appropriate member of staff• To ensure that the reception area is welcoming, tidy and has up to date material available



Thriftwood College

Job Description: Receptionist/Administration Assistant

Receptionist/Administration Assistant - Duties

Principal Accountabilities

- To ensure college security arrangements are always complied with, including the issue of visitor badges and completion of the signing in procedure
- To be the first point of contact for both telephone and face to face enquiries and take messages, ensuring that they are passed to the appropriate member of staff
- To ensure that the reception area is welcoming, tidy and has up-to-date material available

Reception/College Office duties

- To assist with the administration of the ordering process
- To ensure that the stationery cupboard is kept tidy and stocked
- To input dinners on to the SIMS database daily and advise the catering staff of dinners requested
- To input payments on to SIMS/SIMS Agora for dinners and other general money payments
- To input the attendance data onto the SIMS database twice daily and inform the office manager of any absences
- To accept and distribute deliveries once checked
- To update the website with relevant information
- To update online calendars for members off the SLT/CLT/Mini bus bookings and other bookings
- To communicate with taxi companies as and when required
- To update and add the Dinner Menu to the website

Welfare

- To pass on any monies received for lunches, trips etc
- To assist with general welfare of students
- To liaise with parents / carers regarding student sickness / injury



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- To ensure the completion of risk assessments prior to visits taking place
- To ensure that safeguarding procedures are adhered to at all times

Clerical

- To be responsible for the sorting and distribution of incoming post and the sending of outgoing post.
- To undertake general clerical support as required – filing, word processing, photocopying.
- To have access to online diaries and make entries as necessary.
- Accessing information on the SIMS system for telephone numbers and contact details, inputting student data
- To respond to the daily CLA attendance call
- To provide hospitality for visitors to the College
- To distribute letters / flyers etc to students
- To ensure that the 'visit system' is kept up to date with new staff members added and staff members that have left Thriftwood removed
- To keep the college staff photo's up to date

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, students and the wider school community
- Encourage **interaction and teamwork** within the school, college and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and college
- Comply with all **School, College and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.



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Person Specification: Receptionist/Administration Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Educated to Level 2 qualification in English and Mathematics Recognised secretarial/IT qualification	✓	✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Fast and accurate keyboard skills Strong IT skills with experience of Microsoft Word and Excel Experience of SIMS Database Practical experience of working in a busy office environment	✓ ✓ ✓	✓
Communication			
Written	Ability to write routine letters etc	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively An excellent telephone manner	✓ ✓ ✓	
Negotiating	Able to consult with colleagues and negotiate effectively with students and their families and carers and other adults	✓	
Working with Children and Others			
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	✓	



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SEN	Ability to understand and support students with social, emotional and mental health needs	✓	
Detail		Essential	Desirable
Curriculum & Assessment	Basic understanding of the learning experience provided by the college	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Working with partners	Understand the role of others working within the school and college	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with students, their families/carers and other adults	✓	
Team work	Ability to work effectively with a range of adults	✓	
Information	Contribute to the development and implementation of effective systems to share information	✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to prioritise work, to cope with competing demands, deadlines and interruptions	✓ ✓	
Time Management	Ability to manage own time effectively	✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently Ability to use own initiative working independently and collaboratively as a member of a small team	✓ ✓	
General			
Detail		Essential	Desirable



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Disposition	Helpful and a calm, professional manner Friendly and approachable A sense of humour Patience, tact and diplomacy Enthusiasm and a positive outlook An enthusiastic approach to both routine tasks and unexpected challenges Excellent personal presentation	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Good understanding and effective implementation of child protection and safeguarding procedures Discretion, sensitivity and confidentiality	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understand and implement the Trust's Data Protection Policies	✓ ✓	
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	✓ ✓	



Thriftwood College

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete the application form available from:

www.thriftwoodschool.com

www.essexschoolsjobs.co.uk

Required: **ASAP**

Closing Date: **Thursday 26th September 2019 (Midday)**

Interview: **Thursday 10th October 2019**

Salary and Band:

Salary Range: Local Government Pay Scale **Band 2, point 4** within the range 3 to 5 (mid-range)

Hours: 20 hours per week

Weeks: 39 term-time working weeks per annum

Pro-rated holiday entitlement: 5.4 weeks (the successful applicant will work each week of term time including non-pupil days)

Actual Salary (pro-rata calculation): **£8290.00 to £8456.00** depending on experience and length of service

Applications should be addressed to -

Gemma Baker
Thriftwood College
Fox Crescent
Chelmsford
CM1 2BN
Phone: 01245 262779

Email: gemmabaker@thriftwoodschool.com





The SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 262779

We look forward to hearing from you soon.