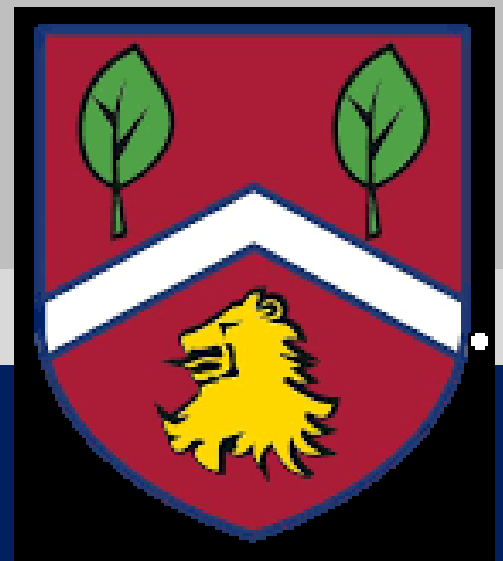




School Reception Administrator

Recruitment
Information





ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

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Welcome

Thank you for taking an interest in working at Orchard Park High School.

We are thrilled to share with you this exciting opportunity to join us as School Reception Administrator – and we are pleased to give you some information about our school community, which is warm, happy and high achieving.

Our school community is outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information or contact us for further information. Website: www.greenshawlearningtrust.co.uk

Our own school website will also provide further information about our school. Website: www.orchardparkhigh.co.uk

Vision and values

Our mission statement declares,

“We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.”

We pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. We offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond.



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Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a happy place for all, in which we learn and grow together.

Mission statement

We seek to inspire and empower all members of our school community to:

- Be proud of, and contribute positively to, our school community
- Be your best, striving for academic excellence
- Be yourself, nurturing potential and embracing difference
- Be kind, respecting ourselves and each other
- Embrace the journey, recognising that the learning journey requires effort resilience and stamina, in order to become successful lifelong learners

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. We take pride in our professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to high quality education that we do, then please read on.

We look forward to hearing from you.

Yours sincerely,

Ms C Moran
Headteacher



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Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision, and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme



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School Reception Administrator

Main duties and responsibilities:

Under the direction of the School's Office Manager;

- Be the welcoming "face" of the school
- To carry out reception and clerical duties connected with the parents, staff and students in order to help maintain the efficient running of the school

Key duties

Reception Duties

- Be first point of contact for visitors and all stakeholders to the school.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on of messages when required
- To monitor the school email account and queries on School Comms, responding to enquiries or forwarding messages to the correct recipient as required.
- Book cabs when required
- To manage the school mobile, ensuring that credit is always available.
- Distribute incoming mail. Frank outgoing post and ensure ready for collection.
- To manage the franking machine.
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
- Maintain radio contact with Senior Leadership Team and Site Team.
- Direct students to welfare when arriving late to school or leaving school early.
- Manage the student messenger.
- Ensure teaching staff have a designated post tray in staff room.
- To monitor entry systems for the main gate and reception area.
- To ensure all visitors and contractors sign in and issue appropriate passes in line with the school's Safeguarding Policy.



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Clerical/Administrative

- Manage room bookings via diary
- To manage administration of the detentions process (logging community sanctions)

Miscellaneous

- Administration of daily cover - support as required
- Log Character Education Points on sims – as required
- Provide cover for other areas of the admin department and carry out all administrative duties when required and directed to do so by the Office Manager.

General

- To comply with policies and procedures relating to child protection, health, and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging students to adhere to school expectations.
- To present a professional /positive image of the school to parents and local community.



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Terms and Conditions

Line Managed by: Office Manager

Salary: *Grade 3 points 5 to 6 (FTE £22,185 to £22,587) (salary will be determined subject to experience and qualifications)*

Hours of Work: 36 hours per week, Full Time

Working pattern will be Monday to Friday: hours to be discussed at interview, however there may be some flexibility required.

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: 22+2 days per annum

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

Safeguarding Children

The Greenshaw Learning Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. The post holder may well be handling information of a highly confidential nature; it is essential he/she is aware of the need for discretion.



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Person Specification

	Essential	Desirable
Qualifications and training		
A good level of general education up to GCSE standard (or equivalent) in English and Maths.	●	
Receptionist training or qualifications in customer service.		●
Experience		
Successful experience of working within a Secondary school/ Education setting		●
Experience dealing with a diverse range of people.	●	
Skills and knowledge		
Excellent telephone manner and customer service skills.	●	
Excellent organisational and time management skills	●	
Accuracy and attention to detail	●	
Smartly presented	●	
Excellent IT skills including Word, and Microsoft Outlook	●	
Working knowledge of management information system SIMS		●
Willing to undertake further training relevant to the post	●	
Ability to reconcile priorities, work to tight deadlines and problem solve	●	
Willingness to work after normal working hours when required	●	
Commitment to high standards and expectations.	●	
An ability to quickly adapt to changes	●	



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The recruitment process

1. Applications

To apply for this position, please visit us online and apply using the application form. Website: www.orchardparkhigh.co.uk. Go to our 'Information' tab, then 'Staff vacancies'.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples to support your application.

Applications must be received no later than 12pm on Friday 28th January, 2022. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interviews

Interviews will take place week commencing Monday 7th February, 2022.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will receive verbal notification of our offer and take up the post as soon as possible. Should you require any additional information, please do not hesitate to contact Karen Weighill, HR Manager, via email kweighill@orchardparkhigh.net

We look forward to hearing from you,
The Orchard Park team