

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Westfield School
Chorus Education Trust

Westfield School, an 11-16 comprehensive secondary with c1200 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.westfield-chorustrust.org

**Receptionist – Grade 3
NJC SCP 5 – 6
(19,312 - £19,698) Pro Rata
Required Immediately
14.5 Hours per Week – Term Time only
Permanent**

About this vacancy

An opportunity has arisen for a colleague to join the busy Administration team as a Receptionist at Westfield School. As part of the reception team you will be responsible for providing a professional, efficient and friendly reception service for all visitors/callers to the school providing assistance and information as required.

The successful applicant will need to have excellent communication and interpersonal skills and the ability to work well under pressure in a busy school environment.

We are looking for:

- Someone who can provide a professional receptionist role to internal and external visitors
- Someone who can provide assistance to staff and students with any queries
- Someone who can be the first point of contact for all enquiries to school
- Someone who is an excellent role model, creative and motivational
- Someone who has a good understanding and experience of the job requirements

- Someone with exciting ideas who can build on existing good practice
- Someone who will be engaged in all aspects of a thriving school

Currently the required days of work would be Thursday 8-3.30pm and Friday 8-4pm

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **13 March 2022 midnight**

We always encourage prospective applicants to visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: jwilson@chorustrust.org

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job Description: summary

Post title:	Receptionist
Profile:	BS2
Grade:	3
Grade spinal point range:	5-6
Accountable SLT post:	Heads PA/Office Manager
Line Manager of post holder (if different):	
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Other teaching and support staff
Holiday and sickness relief by/for:	By and for other admin and support staff
Purpose of job:	To Assist in the provision of an efficient, professional and welcoming reception and administrative support service within the school
	This post may work across the Trust schools.
Version revised:	

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

To be responsible for the provision of a professional, efficient and friendly reception service for all visitors and callers to the school, providing assistance and information as required. This will include, but not be limited to:

Specific duties and responsibilities

- Provide a professional receptionist role to internal and external visitors
- Employ initiative, resourcefulness and discretion at all times when dealing with all school staff, visitors and outside agencies
- Ensuring visitors' appointments are kept as promptly as possible
- Ensuring that all visitors sign in and out of school
- Providing assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Being the first point of contact for all enquiries to school, by whichever means, eg. Post, email, telephone
- Operate the switchboard, identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary
- Maintaining the reception area, medical room and entrance area in a clean, tidy and attractive condition
- Ensuring deliveries are not left in reception for long periods of time and in view of the public
- Administering the facilities helpdesk system and requests/logs by email from staff, including chasing updates
- Maintaining school diaries, calendars and room bookings as/if appropriate
- Ensuring the display boards in reception and the immediate area are kept up to date and in good order
- Reviewing and ensuring sufficient stocks are maintained for all leaflets held in reception
- Provide first aid to students, visitors and staff
- Administrate and organise all outgoing post facilities

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Receptionist

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Experience			
Recent customer services experience	✓		A/I
Working in a busy environment with many priorities	✓		A/I
Experience of an education, college or similar environment.		✓	A
Generic administrative experience to include, Word Processing/typing, filing, collating, proof-reading of material etc, data entry and spreadsheet use using Microsoft Office Packages	✓		A
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
Evidence of regular, relevant and recent personal development		✓	A/I
First Aid training		✓	A
Other skills			
Work effectively as part of a team recognising own role as a team member.	✓		A/I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality. Adaptable to changing working practices.	✓		I
Commitment to providing a professional and caring environment for students, parents, the governors and others	✓		A/I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Good organisation skills and efficient working practices, with the skills to contribute to the preparation and management of educational resources	✓		A/I

Interpersonal Skills			
Ability to build and form good relationships with students, colleagues and external agencies	✓		A/I
Confident and effective approach to working with young people	✓		A/I
Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
Child Protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A/I