



Arnold Academy



Receptionist & Clerical Assistant

Arnold Academy is committed to safeguarding and promoting the welfare of children and young people.
This post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS).
CVs will not be accepted for any posts based in schools.

We welcome applications from all suitably qualified people regardless of their race, sex, disability, religion/belief, sexual orientation or age; we are an Equal Opportunities employer.



Receptionist & Clerical Assistant

NJC Level 2A (Points 3-4) £19053 - £19369 per annum (pay award pending),

term time only plus 5 training days

36 hours 15 minutes per week – Monday to Friday: 8.00am to 4.00pm

Required for September 2024

An exciting opportunity has arisen at our high-achieving and thriving academy.

The successful candidate will ideally have school administration/office experience and complement a team of hard-working, dedicated, efficient, and friendly staff.

We can offer:

- a values-based environment that puts the children at the centre of learning;
- friendly children who achieve well and enjoy their learning;
- a supportive and caring staff;
- up-to-date facilities in a very pleasing environment;
- full induction and support.

Closing date: Monday 2nd September 2024 (9am)

Interview date: Thursday 5th September 2024

Interested candidates are welcome to contact Mrs Naomi Hinkins: nhinkins@aa.pstrust.co.uk or 01582 616400



Why work at Arnold Academy?

Arnold Academy is situated in Barton-le-Clay. The school benefits from modern facilities including spacious, light classrooms, all of which are fully equipped with smart screens or televisions. The school also enjoys specialist science, sports, music, design technology and arts facilities. Staff retention is very high, which we think reflects the supportive and friendly environment in which we work. Our pupils are hardworking, capable and diligent.

Arnold Academy also offers staff:

- A friendly working environment
- Supportive and caring colleagues
- A positive attitude to staff well-being and mental health
- Excellent opportunities for professional development
- Access to regular staff social events

Why work in Barton-le-Clay?

Barton le Clay is situated in Central Bedfordshire, in Barton Hills, which has been declared an 'Area of Outstanding Natural Beauty'. It has a range of shops, sports facilities, walking trails, pubs, and restaurants whilst being only 45 minutes away from central London and all it has to offer. Nearby Harlington has a train station offering fast and frequent commuting into King's Cross St Pancras. We are also within easy distance of the M1, A5, A6 and Luton Airport. The areas surrounding Barton-le-Clay offer affordable accommodation, with many staff members commuting from Luton, Bedford, Flitwick, Ampthill and of course Barton-le-Clay itself and the surrounding villages.

A Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Receptionist and Clerical Assistant. This role offers an excellent opportunity for someone looking to develop their career as part of a strong and supportive team.

Arnold is a wonderful school where everyone works together to achieve the very best for all its pupils and truly reflects our motto 'The best we can be in all that we do'. In staff we appoint, we look for someone with a love of learning, who is flexible, and is able to help our pupils achieve their goals.

Visits to the school are welcome and strongly encouraged. If you would like to arrange a visit, please contact the school office on 01582 616400 to arrange a suitable time and date.

A person specification and job description are included below. Please note that only candidates who fulfil the requirements will be shortlisted; therefore, please ensure you refer to the components of the person specification in your application form. You can find much more information about the school and our ethos on our website <https://www.arnoldacademy.org.uk>

During the selection process, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children.

The School is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure, references, and medical clearance.

Your current or previous employer will be contacted as part of the verification process. If you are shortlisted, any discrepancies or anomalies in the information provided, or issues arising from references will be taken up at interview.

May I thank you for your interest and wish you good luck in the future if you are not successful on this occasion.

Yours sincerely,

Pete Roberts
Headteacher

Arnold Academy at a glance

Number of
pupils 720

OFSTED Good

Number of
Teaching Staff
40

Number of
Support Staff
65

Mission Statement

*'The best we can be in all
that we do'*



Making an application

The purpose of the selection process is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on details you have provided in the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

How to apply

Please apply via MyNewTerm.

Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be shortlisted. Subject to the number of applications, short-listing may take place before the deadline for applications has passed.

Interview

Candidates will be given a tour of the School, and there will be a chance to meet members of the department informally.

The selection process will also include a lesson sample for teachers or administration / area related task for support staff.

Selected candidates will then be formally interviewed by members of the School management team.

Sample Lesson

Teaching candidates invited to interview in person will be expected to prepare and deliver a sample lesson of 30 minutes, which will be observed by the Head of Department or Subject Leader. Details of the material to be covered will be sent in advance. Candidates are advised to avoid trying to cover too much in the lesson, but to have enough material to fill the time available: pupils at the school are of differing degrees of ability and all will expect to be involved in lessons that challenge them.

Admin. Task

The interview process for support staff will include a skills test, which is relevant to the role for which you are interviewing. We will provide the equipment needed for these tasks.

ARNOLD ACADEMY

JOB DESCRIPTION

JOB TITLE:	Clerical Assistant / Receptionist
PAY SCALE:	Grade 2A (Point 3-4)
HOURS:	36.25 hours per week, term time only +5 training days
RESPONSIBLE TO:	Office Manager / Headteacher
JOB PURPOSE:	To provide reception/clerical support within the academy and first aid administration and management.

Main duties and responsibilities:

1. To undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries and contribute to the smooth running of the academy reception, in line with the values of our academy, signing in visitors, operating the school telephone system etc.
2. To be helpful and loyal to the academy. To work in a co-operative, diplomatic, and flexible manner. To foster and maintain good working relationships, acting as a courteous, friendly, and business-like member of the academy team.
3. To ensure effective parent communication – updating the website with letters and newsletters, sending information to parents via Parentmail, and using the school systems to communicate with parents.
4. Checking and distributing school admin emails to relevant staff members, ensuring urgent emails are received and actioned.
5. To provide clerical support to the teaching staff, including routine typing of general letters as required.
6. To accurately record details of any actions, events, prospective pupils, phone calls.
7. To book pupils in and out of school and to maintain a register of pupils leaving the premises through illness or medical appointments. To record and sign visitors in and out of the academy.
8. To maintain pupil records including changes of address, emergency contact numbers, etc. ensuring that both paper copies and SIMS database are accurate.
9. To ensure that regular updates and reminders are sent to parents/carers to maintain pupil records; school transport data; emergency contact details for winter weather arrangements and that all data is collated appropriately and in a timely manner.
10. To assist with the Parentmail booking system for school dinners, Friday study club etc. and maintaining Parentmail records.
11. To open, sort and distribute incoming mail. Receive incoming deliveries and check against delivery notes, advising recipient of any shortages, damage etc, ensuring that delivery notes are passed on to the relevant department for action.
12. To oversee the first aid team to ensure that services are provided throughout the school day and ensure first aid packs and pupil medical/emergency contact details are prepared and distributed for day and residential visits.

13. To care for sick pupils, arranging for first aid as necessary; contacting parents or ambulance/medical service, where required. To oversee recorded details of first aid action taken and ensure that, for any head injury, the medical advice leaflet is issued to parents/carers and the correct on-line procedures are followed.
14. To prepare an annual audit of first aid stock needs and inform the Finance Manager of budget requirements.
15. To ensure effective medical information management for pupils and staff, distributing pupil medical information as required to staff and recording and sharing information as required from pupil care plans.
16. In the absence of the attendance administrator, to undertake daily attendance duties to ensure safety of all pupils by checking registers and ascertaining whereabouts of missing pupils; dealing with attendance data on pupil absence and following up absences as required by the Headteacher/Assistant Headteacher (Pastoral), either by telephone or letter.
17. To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment; organise monthly reviews and arrange disposal of unclaimed items.
18. To arrange hospitality requirements and meeting room facilities as and when directed in liaison with the Site Manager and Senior Leadership Team.
19. To exercise responsibility for ensuring fair and equal treatment of all employees and visitors.
20. To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and training.
21. To maintain confidentiality at all times in respect of academy-related matters and to prevent disclosure of confidential and sensitive information, ensuring General Data Protection (GDPR) compliance at all times.
22. To undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

JOB TITLE: Receptionist & Clerical Assistant

Attributes	Essential	Desirable
Qualifications	<p>A minimum of three A*-C, or equivalent, at GCSE level including English and Maths.</p> <p>Please note: original certificates will be required at interview, if shortlisted.</p>	
Experience	<p>Minimum of two year's recent experience in a customer/client service support environment.</p> <p>Experience of general clerical/administrative duties.</p> <p>Recent up to date experience in word processing packages, eg. Word, Excel and email.</p>	<p>Experience of working in a school office.</p> <p>Experience of working with SIMs or similar information management systems</p>
Skills/Knowledge/Aptitude	<p>Excellent interpersonal skills.</p> <p>Excellent organisational and time management skills.</p> <p>Ability to relate well to children and adults.</p> <p>Ability to work as part of a team and to use initiative when required.</p> <p>Ability to cope with conflicting demands, deadlines, and interruptions.</p> <p>Ability to use ICT to create and analyse data accurately.</p> <p>Ability to maintain confidentiality at all times.</p>	

Motivation	Willingness to be flexible. Willingness to undertake appropriate professional development.	
Physical	Physically fit to meet the demands of the job.	
Other	To be first aid trained or willingness to undertake first aid training. Application specific to the job description and personal specification at Arnold Academy.	