



**Woodland
Academy Trust**

Ignite the spark, reveal the champion

Fixed Term, Part Time Receptionist Applicant Information Pack



**Lime Wood
Primary School**

Ignite the spark, reveal the champion

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at the Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



Our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; ignite the spark, reveal the champion. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

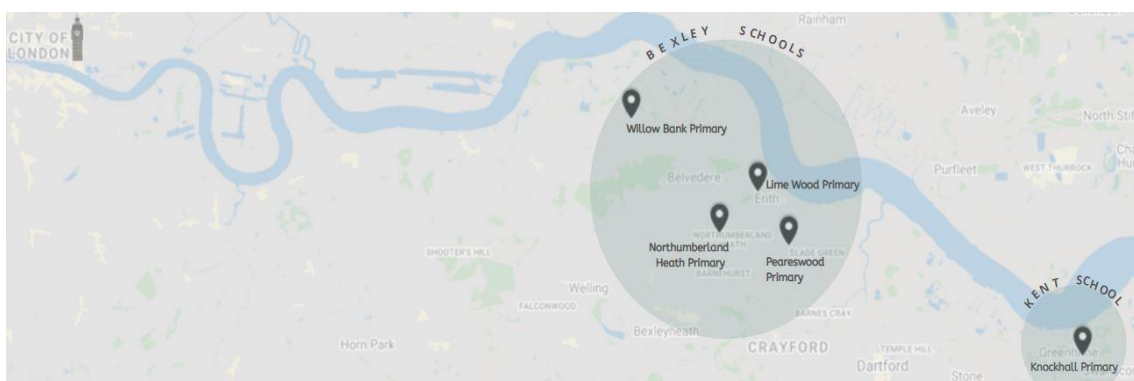


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



Welcome from the Headteacher

Thank you for your interest in joining us at Lime Wood Primary.

Our wonderful school opened in September 2023 with a reception cohort and as the community grows, the school will continue to grow year by year, eventually into a three- form entry school.

I am delighted to be the Headteacher at Lime Wood Primary School. One of my personal values stems from a TED Talk I watched some time ago. The talk was given by an American educator called Rita Pierson. Her main message throughout was that 'Every child needs a Champion'. Ever since then, this has been my personal mantra in all of the schools I have worked in across the Woodland Academy Trust. This also links directly with our Trust's ethos of 'Ignite the spark, reveal the champion'.

It has been wonderful to welcome the first cohort of Reception children to our new school - they are the founders alongside a new team of staff as well as our local community - that will help to grow the school in years to come.

If you would like to find out more and join Lime Wood Primary on its exciting journey, then please do not hesitate to get in touch. We would love to hear from you.



Miss C Ingrams- Headteacher

About our school

Lime Wood Primary is a brand new unique circular three-story school in the heart of the Erith community. We value our partnerships and by working with and listening to our community, we will deliver an education to our children that will create life-long learners.

Our school has amazing facilities that include a 3G pitch, MUGA pitch, allotment, a growing Forest School, a dedicated Art /DT space as well as a dedicated Food/Science room together with a library and breakout spaces.

Ignite the spark, reveal the champion

In our commitment to PedTech and a Universal Design for Learning we have a growing collection of digital resources to enhance learning as well as 1:1 iPads for all children from Reception.

Our Vision

To deliver a curriculum that is provided by good teachers underpinned by an effective blueprint for excellence in culture, behaviour, attainment and wellbeing - to find the champion in everyone.

Our Values

We have worked with our school community to develop our five core values:



TEAMWORK



CURIOSITY



RESPECT



PRIDE



KINDNESS

Get a glimpse into Lime Wood Primary School by watching our video [here](#).

For more information about Lime Wood Primary School please visit: [**Lime Wood Primary School website**](#)

Lime Wood Primary School



 www.limewoodprimaryschool.co.uk

Lime Wood Primary School,
2 Sandy Road,
Erith, Kent
DA8 1FJ

 01322 344939

About our vacancy

Job title:	Receptionist – Part Time
Status:	Fixed Term to 22 July 2025
Hours:	15 hours a week
Working weeks per year:	38
Grade:	SP03-SP04 Pro Rata £9,178.53–£9,309.59
Post Start Date:	ASAP

Closing Date for Applications: 5 January 2025 Interviews: TBA

We have an exciting opportunity for a school experienced Part Time Receptionist to join us and help to provide an exemplary reception service to our stakeholders and school communities.

The successful applicant will provide an efficient reception service for all callers to the school and to be the first point of contact for all school enquiries representing the school in a professional manner. In addition to this, you will provide general administrative support, ensure security protocols are communicated and understood by all visitors at the school and to assist with maintaining general order in the school. Our ideal candidate will have experience of working in an administration role, preferably in a school, who has experience with handling confidential information and someone who is used to working front of-house.

What the role will involve:

- Answering and dealing with telephone enquiries, the School's Entry System
- Taking and acting on messages
- Greeting visitors and ensuring they sign in, issuing and retrieving passes
- Ensure that visitors to the school are appropriately logged and procedures are followed
- Ensure the office area is welcoming and tidy
- Ensure school files are kept up to date
- Act as front of house and communicate with stakeholders in a friendly and welcoming manner, dealing with queries professionally and appropriately
- Maintain information including on the school's information systems.

Applications

Please apply by visiting our school vacancies page at: [Lime Wood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact recruitment via email at lwpooffice@watschools.org.uk

Application Deadline: 5 January 2025

Interviews: TBA

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

Diversity & Inclusion

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to *ignite the spark and reveal the champion*. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



JOB DESCRIPTION AND PERSON SPECIFICATION

This job description sets out the duties of the post at the time it was published.

JOB TITLE	Fixed Term Receptionist
RESPONSIBLE TO	Senior Office Administrator
GRADE	NJC Scale Points 03 - 04
HOURS	15 hours per week/38 weeks of the year
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> • To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. • To value professional development and welcome any training opportunities to develop personal skills and knowledge • To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> • To provide an efficient reception service for all callers to the school. • Your role is to be the first point of contact for all school enquiries and represent the school in a professional manner. • To provide general administrative support. • Ensure security protocols are communicated and understood by all visitors at the school. • Assist with maintaining general order in the school
KEY PRIORITIES FOR THE WIDER LEADERSHIP TEAM	<ul style="list-style-type: none"> • Provide a reception service including answering and dealing with telephone enquiries, taking and acting on messages, greeting visitors and ensuring they sign in, issuing and retrieving passes • Ensure that visitors to the school are appropriately logged and procedures are followed • Report any concerns immediately to the relevant staff member • Ensure the office area is welcoming and tidy • Ensure school files are kept up to date • Act as front of house and communicate with stakeholders in a friendly and welcoming manner, dealing with queries appropriately • Maintain information including on the school's information systems. • Receive and sort and distribute all mail, deliveries, and packages. • Liaise with parents and teachers • Use Arbor after training • Maintain data protection and confidentiality when handling potentially sensitive tasks • Ensure relevant staff are contacted about any visitors or enquiries • Work collaboratively with the entire school team • Manage time effectively to complete tasks • Participate in the wider school, carrying out reasonable duties as directed by the Headteacher

- The hours and the job description may be modified depending on the needs of the school.

- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: _____

Signed by Headteacher: _____

Date: _____

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • GCSE point 9-1 in English and Maths (or equivalent). 	<ul style="list-style-type: none"> • Safeguarding training • Data protection training • Additional qualifications and training
Experience	<ul style="list-style-type: none"> • Working in an administration role preferably in a school • Handling confidential information • Working front of-house 	<ul style="list-style-type: none"> • Handling complaints and concerns • Public facing role experience • Use of Arbor
Knowledge and Skills	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office applications including word, excel and outlook. • Ability to relate well to both children and adults. • Excellent interpersonal and communication skills (both verbal and written) and the ability to provide a welcoming first point of contact service for visitors, staff, and pupils. • A keen eye for detail ensuring accuracy in all areas of work. 	<ul style="list-style-type: none"> • Knowledge of education policies and procedures.
Personal Qualities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. 	<ul style="list-style-type: none"> • To be flexible in the range of duties and working pattern, to assist with the smooth running of the office, particularly in

	<ul style="list-style-type: none"> • The ability to work independently and as part of a team. • The ability to maintain successful professional relationships. • The ability to prioritise tasks and handle a demanding workload. • Good problem-solving skills. • Professional and customer service orientated. • Able to maintain a high level of confidentiality and discretion at all times. 	<p>times of staff absence within the office.</p>
<p>General Circumstances</p>	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. • Awareness and understanding of equality and diversity. 	

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Lime Wood
Primary School



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lime_wood_primary



Lime Wood Primary School



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