



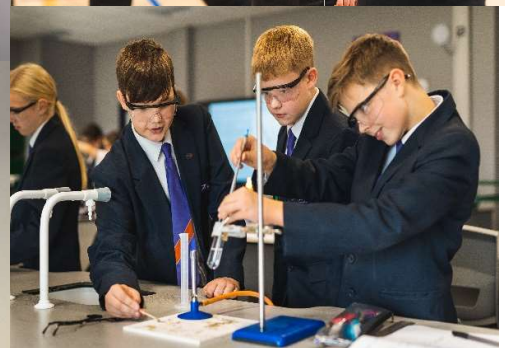
Meridian
Trust



Northstowe
Secondary College

Recruitment Pack

Receptionist – September 2024



Welcome Letter

Dear applicant,

Thank you for your interest in working at Northstowe Secondary College, part of the Meridian Trust (formerly CMAT).

Northstowe Secondary College was built in 2019 and is the cornerstone of our Northstowe Learning Campus, an all-through school from 2024, catering for students aged 4-19. We are also lucky enough to have the Martin Bacon Academy an area Special School on our campus that also caters for children aged 4-19. Northstowe Secondary College opened to just 71 students but is now over-subscribed and we are on the brink of opening our Primary and Sixth Form Provision in 2024. The secondary school has grown year on year, now having students in years 7-11, and will continue to grow until it reaches its full capacity of 1,800 places for students aged 11-16, with a further 400 places available for sixth form students. It is an exciting time to join our team as we expand, and you will be part of an experienced team that is creating an inclusive, innovative, and aspirational learning environment for our students and our local community.

Our brand-new site offers a range of impressive facilities, including two artificial pitches, hard courts, a dance studio, an activity studio, a 400-seat theatre, a café, a fitness gym, a community meeting room, and a four-court sports hall. The Sixth Form block will include specialist teaching rooms for art, science, and computing, a cafeteria, library and learning centre. Most lessons will be taught in the Sixth Form centre and with the large atrium it will feel like a light and airy, adult space.

To get an insight into daily life at the College, please watch our welcome video (https://youtu.be/3EokN_apA0I) and curriculum video (<https://youtu.be/g4tFeF9zWqI>) or visit our Facebook page (@NorthstoweSC).

We are proud to be part of the Meridian Trust. Our Trust was first formed to lead a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent. We are a growing family of 31 academies, all within easy distance of Cambridge and Peterborough.

Meridian Trust is one of the highest performing academy groups in the country and the largest in Cambridgeshire and Peterborough. We are committed to high quality professional development and career opportunities for all staff and strive to work at the heart of all the communities we work with. This role will inevitably involve a considerable amount of partnership working within the Trust to search out great practice to ensure wonderful opportunities for our young people.

<https://www.meridiantrust.co.uk/about-us/cmatt-10-a-decade-of-achievement/cmatt-timeline/>

It is essential for the successful candidate to demonstrate our values of *Kind*, *Curious* and *Hardworking*. These values are part of our DNA and the way we expect children and adults to be. We are a family here at NSC and whilst we have grown from our original 11, it still feels like a team or like-minded, passionate, and thoughtful people.

If you would like an informal discussion about working for Northstowe or about this role, please contact: recruitment@northstowesc.org

This will be an exciting and very rewarding role and we look forward to receiving your application.

NSC Vision and values

Northstowe Secondary College is in an enviable position, located at the heart of what will be a thriving new community. It is our aim to deliver excellent education for local young people; to ensure that every individual is a confident successful learner, independent and a responsible and employable citizen.



Northstowe Secondary College is at the heart of the local community where every child is known, valued and supported.

In our school we focus on the development of the whole child. We believe that every child can achieve, given the right opportunities and we do not believe in putting a ceiling on a child's potential. We also understand that being successful at life means supporting students' personal growth and well-being. That resilience, perseverance and coping skills are essential for students to be able to tackle all that life brings. We pride ourselves on knowing and valuing every child to support them to achieve their dreams and ambitions.



Kind students who care about each other, the community and the wider world.

Curious students who want to find out more and are open minded to find creative solutions.

Hardworking students who practise, persevere and keep going even when things are challenging.

Northstowe Secondary College holds the three key values of **Kindness**, **Curiosity** and **Hard work** at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children. We are an inclusive family and expect our staff to be passionate about their subject and what it can give to children, adapt their teaching to meet the needs of the students, work proactively to promote good behaviour and to maintain these high standards in their classrooms and around the school. As a small group of staff in a brand-new school, we all have to go the extra mile however, we promote and support a good work life balance, we are a kind and supportive team and we have a lot of fun. If you think you have what it takes, then we look forward to hearing from you.

Meridian Trust Vision and Values

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, trust academies aim to unite their pupils, families, and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

Our Vision: High-quality educational provision for all at the heart of local communities

Our Mission: To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:

Pursuit of Excellence

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

Value our People

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated, and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

Achievement for All

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

High-Quality Learning Environment

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff, and our community to benefit from learning in a digital age

Extending The Boundaries of Learning

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

Academies within the Trust

<https://www.meridiantrust.co.uk/cmat-academies/>

About Northstowe

Northstowe Secondary College is at the cornerstone of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

To find out more about Northstowe, visit: www.northstowe.com.

Our Vision for Education in Northstowe

At the heart of Northstowe is the Northstowe Learning Community Campus.

We have an ambitious vision for Northstowe for a community learning campus that serves all ages and abilities, taking a lead role in bringing people together to create a sustainable and empowered local community. Our ambition is to create an all-through campus that will contain a nursery and primary school, a special educational needs (SEN) school, a secondary school with a dedicated post-16 centre and community sports and arts facilities.

Construction for the sixth form, an extension to the existing secondary college and a primary school is underway as of Summer 2023. For more information about the build progress and future campus please visit

<https://northstowe.education/>



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Receptionist
JD Reference:	STD ADM 27 - 28
School/Academy:	Northstowe Secondary College
Weeks:	39 Weeks
Hours of work:	37 Hours
Salary:	Grade 4 or 5
Responsible to:	Principal's PA

Role:	To provide an effective reception area for the school
Purpose of job:	To provide high-quality customer service for a busy reception area by dealing with all visitors and callers to the school in a professional manner and providing assistance, directions and information as required.

Responsibilities and Accountabilities:

- Ensure an efficient reception service by dealing with all visitors in a prompt and friendly manner, recording the visit in line with safeguarding and security procedures
- Operate the Academy's telephone system effectively by transferring calls, taking messages and identifying issues that can be dealt with by reception
- Provide assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Ensure that students who are late or leave the school site during the day are recorded, informing staff and parents as necessary
- Undertake First Aid training and respond as required to First Aid issues across the Academy. Provide administrative support in a medical emergency including calling for the ambulance and relaying information as needed
- Open, sort and log incoming mail and distribute as necessary
- Manage the reception email inbox forwarding messages as appropriate
- Communicate to parents via an appropriate platform – parent mail etc
- Maintain the reception area, interview room and entrance. Ensuring that the areas are in a clean, tidy, and attractive condition
- Ensure deliveries are not left in reception for extended periods of time and in view of the public
- Ensure the display boards in reception and the immediate area are kept up to date and in good order

- Review and ensure sufficient stocks are maintained for all leaflets held in reception
- Organise the student receptionists including recruitment and training
- Undertake and participate in any special projects which may be initiated by the Academy from time to time, for example, open evenings, parents' evenings, and award events
- Assist with general administrative duties as required from time to time, including photocopying, typing, printing, laminating, and printing
- Comply with data protection requirements and maintain confidentiality
- Undertaking and participating in any training as and when required

Support to the School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures
- Hours authorised by the school more than full-time hours will be paid at the overtime rate

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and in under GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following 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.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification: Receptionist	Assessment Key: A = Application Form I = Interview
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Education and Qualification	Essential	Desirable	Assessment
Good educational background with GCSE or equivalent in English Language	✓		A/I
Experience	Essential	Desirable	Assessment
Experience of customer interface	✓		A/I
Experience of working in the education sector		✓	A/I
Experience of working with young people		✓	A/I
Experience of working as part of a team	✓		A/I
Knowledge, Skills and Abilities	Essential	Desirable	Assessment
Knowledge of using different IT software such as Microsoft Office, and Email. With training, use the school management information system	✓		A/I

The interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)	✓		A/I
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work as an individual, as well as part of a team	✓		A/I
Ability to work using own initiative	✓		A/I
Ability to always remain calm and professional	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
Highly motivated and enthusiastic	✓		A/I
Committed and reliable	✓		A/I
High professional standards	✓		A/I
Excellent timekeeping	✓		A/I
Child Protection	Essential	Desirable	Assessment
Support the Academy policies on safeguarding and child protection	✓		A/I
Other	Essential	Desirable	Assessment
Flexibility of working hours	✓		A/I

ADVERT

RECEPTIONIST

Salary: Meridian Trust Grade 4 (Points 3-5) Actual annual salary is £19588.80 to £20,246.15.

Hours of work: 37 hours per week, 39 weeks per year (term time only plus 5 training days). Reception is open from 8am to 4pm Monday to Thursday and 8am to 3:30pm on Fridays. Applicants must be able to work these hours.

We have an exciting opportunity for a kind, curious and hardworking individual to join the Northstowe family in September 2024 in the role of Receptionist. You will provide high quality and efficient support in our busy reception area.

Northstowe Secondary College opened in 2019 as a brand new secondary school at the heart of the Northstowe Learning Campus. We have state-of-the-art facilities in science, catering and hospitality, the arts, sports and leisure, with further expansion works in progress for September 2024. As of September 2023, we now have students across the age range for the first time with approximately 640 students in Years 7-11 and around 80 members of staff.

Now is an exciting time to join us as we embark on our journey to provide world class education to the developing community through the expansion of the learning campus. In September 2024, our sixth form college will open along with a primary and nursery school. There is already a special educational needs school (Martin Bacon Academy) on the campus which opened in April 2020.

You will be part of an experienced and growing team of teaching and support staff working to create an inclusive, innovative and aspirational learning environment for the young people and families within the community we serve.

The ideal candidate will:

- ✓ Have experience of working in a customer focused role.
- ✓ Possess excellent interpersonal skills.
- ✓ Be a team player, with a 'can do' solution focused attitude.
- ✓ Possess high professional standards and the ability to remain calm under pressure.
- ✓ Be confident communicating with staff, students, parents, and outside agencies.

NSC offers a high-quality job package and a wide range of CPD opportunities through Meridian Learning as well as promotion opportunities as a growing school and within the wider family of Meridian Trust schools.

Benefits of working for us include:

- ✓ Free on-site parking
- ✓ Eyecare vouchers
- ✓ Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- ✓ Cycle to work scheme
- ✓ Reduced staff membership to the facilities at Academy Leisure, Sawtry
- ✓ Free tea and coffee making facilities
- ✓ Generous sick pay and annual leave

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities. Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve. The Trust currently operates 31 schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire and has forged strong links

within all these communities. We are committed to high quality professional development and career opportunities for all staff. To find out more about the Trust, please visit: www.meridiantrust.co.uk

How to apply:

Please submit an application form and a letter of application /supporting statement of at least 1 side of A4 (via the website) outlining why you would like to work for NSC. In line with safer recruitment practices, we are unable to accept CVs. If you have any questions about this process or would like to arrange a visit to the school, please contact Sarah Wakerley, HR Officer on recruitment@northstowesc.org

Closing date for applications is Wednesday, 3rd July 2024

Interview date: Wednesday, 10th July 2024

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.