



QUEEN'S PARK
ACADEMY

WHY WORK FOR QUEEN'S PARK ACADEMY

ABOUT US

At Queen's Park Academy, we speak over 25 different languages, creating a vibrant, multicultural environment. This linguistic richness reflects the wide range of backgrounds and cultures present in the school, fostering inclusivity and global awareness from a young age. Teachers embrace this diversity by promoting cross-cultural learning, ensuring that pupils and families not only feel welcomed but also gain an appreciation for the world's many languages and traditions. This unique atmosphere prepares children to be open-minded and ready for the future.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

I would like to thank you for your interest in the vacancy at Queen's Park Academy. Within this recruitment pack you should be able to find all the information you need to assist you in your application. It will also provide you a little more information about our extraordinary school. I would be delighted to show you around the school and speak with you prior to/during your application.

Here at Queen's Park Academy we believe that given the right circumstances, all children are capable of extraordinary things. We live by this statement, focusing unreservedly on the detail to ensure that the very best is provided. Further details of the role can be found in this pack, the job description and the personal specification.

I have been the Principal at Queen's Park Academy since 2019. The school is a very special place to work. The staff, children and families are a community that will capture your heart, provide you with professional challenges and offer you a place where you can develop your skills and knowledge professionally. We are passionate about teacher development and our teachers are skilled, knowledgeable practitioners, who are continually developed by our excellent professional development offer.

We are keen to appoint someone who can continue to build and enhance on recent improvements. The pupils, the staff and the families need you to be kind, ambitious, honest and willing to join a school where professional learning will not stop. It is important that you lead by example and have exceptionally high standards.

The school has a variety of challenges ahead, but it is a brilliant and wonderful place to work. The children (and their families) need you to be the best. They need you to be driven and determined to ensure that they learn as much as possible so that the attainment gap between them and their national peers is narrowed, diminished, and reversed over the course of their time with us.

I look forward to meeting with you to explore this exciting role further.

With very best wishes,

Emma Bolton
Principal | Queen's Park Academy



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT QUEEN'S PARK ACADEMY

OUR APPROACH TO EDUCATION

We believe that the quality of education in the United Kingdom can be significantly better and are determined to show how.

We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment. We want our pupils to leave our schools equipped for success in the next stage of their educational journey, and to achieve this we teach an academic curriculum enhanced by an entitlement to enrichment for all. We prioritise the teaching of powerful knowledge (Michael Young) in our curriculum; knowledge that is transformational, taking children and young people beyond learning that can be easily acquired through their everyday experience, and providing them with the tools they need to make sense of and navigate the world around them as educated citizens.

This means ensuring pupils develop a solid foundation of knowledge and skills that they can build on throughout their education. We place a strong emphasis on securing the fundamentals of literacy and numeracy and focus on developing an understanding of distinct subject disciplines in the wider curriculum. We believe this knowledge is fascinating, beautiful and worthy in its own right, and use the knowledge itself to foster curiosity and creativity in our pupils.

Because powerful knowledge is not easily acquired through everyday experience, we know our pupils are novices in much of this learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our schools we prioritise enacting well and focus on through professional development.

Our staff work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching. Our staff are supportive of pupils and one another, which ensures our schools offer families a genuine choice of an excellent education for their child, including:

- Rigorous and effective safeguarding practice
- High quality wrap-around care
- A disciplined “can do” culture that allows every student to be known, feel safe, and be cared for
- An intensive focus on the basics of reading, writing and maths
- An academic, knowledge-rich curriculum that values distinct subject disciplines
- Excellent quality, evidence-based classroom practice
- High quality PSHE provision
- Plentiful enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures
- A focus on preparing every single pupil to be prepared for success in their education

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

RECRUITMENT BOOKLET



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SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Office Administrator

Queen's Park Academy have an exciting opportunity for an enthusiastic and experienced Office Administrator to assist with the smooth running of the school's administration services part time.

The successful applicant will need to be skilled in providing high level of administrative support to ensure that everyone receives a great service, along with making sure that all the necessary compliance processes are completed in a timely manner.

Experience of working in a similar role is preferred for this post, however, strong communication, organisation and IT skills and an enthusiastic, proactive approach are equally important in this position.

Key Duties

- To ensure the efficient operation of reception and undertake reception duties, receiving visitors to the school, maintaining accurate records in accordance with Health and Safety / Safeguarding requirements
- To support the senior leadership and teaching team with the general administration for Queen's Park Academy including liaising with third parties as required
- To assist with the production, organisation, distribution, and maintenance of resources as they are relevant to duties conducted or to assist in the smooth running of Queen's Park Academy
- To assist with the administration of ICT including but not limited to the Management Information System, school website, social media and printers / copiers
- To assist with the administration of HR and educational visits
- To support the Business Support Officer in respect of managing first aid
- Work under own initiative to ensure workload is prioritised and efficiently completed
- To undertake such other duties which lie within the post holder's competence and contribute to the learning environment within the school, which may be required from time to time

Further duties/responsibilities are detailed within the attached recruitment booklet.

The successful candidate will:

- Have experience within an office/education environment.
- Have strong organisational and IT skills including Microsoft Office.
- Have excellent communication and administration skills.
- Be a friendly, capable person with experience of dealing with the public and working in a busy environment.
- Have ability to work as part of a team and also alone.
- Be proactive and able to use their own initiative.
- Be dedicated, highly efficient and responsible.



Job Specifics

Start date: asap

Salary: AS 2-4 £23,956- £24,704 FTE Actual pro rata salary £9,551-£9,850

Job role: Permanent, Part-Time, 17 hours per week, Monday & Tuesday 8:30am-4:00pm, Wednesday 12:30pm-3:30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

Job Title: Receptionist / Administration Officer - Operations

Reports to: Business Support Officer

Performance Manager: Business Support Officer

Overall Responsibilities:

- To ensure the efficient operation of reception and undertake reception duties; receiving visitors to the school, maintaining accurate records in accordance with Health and Safety / Safeguarding requirements
- To support the senior leadership and teaching team with the general administration for Queen's Park Academy including liaising with third parties as required
- To assist with the production, organisation, distribution, and maintenance of resources as they are relevant to duties conducted or to assist in the smooth running of Queen's Park Academy
- To assist with the administration of ICT including but not limited to the Management Information System, school website, social media and printers / copiers
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Team Duties:

1. To assist, as appropriate, with the annual and other periodic audits and reporting requirements
2. To assist with the organisation/administration of events, open days, parents' evenings and marketing
3. To administer first aid and act as a fire warden as required

Main Duties:

4. To assist with the management and organisation of the school reception area to ensure a caring and responsive service to visitors, parents, teachers and students and maintain a welcoming environment
5. To determine the appropriate first response to face to face, email or telephone enquiries from students, parents and visitors and redirect appropriately
6. To be able to take clear and concise messages for staff ensuring urgent messages are delivered
7. To maintain a high level of security to protect Queen's Park Academy's staff, students, and assets
8. To undertake phone calls home as necessary

9. To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
10. To assist with the internal and external post system by distributing post promptly and efficiently
11. To complete all requested tasks within set deadlines for all staff, ensuring that all documentation and work produced is of an exemplary standard and conforms to Queen's Park Academy's house style
12. To provide administrative and secretarial support to the senior leadership team and teaching staff including but not limited to preparing and circulating letters to parents, undertaking word processing of documentation (letters, reports etc.), the collation for documentation packs as required and making layout presentation decisions
13. To assist in providing a flexible administrative service, providing support and cover for absent colleagues
14. To monitor stationery supplies and order as required to ensure that Queen's Park Academy is kept appropriately stocked under the direction of the Business Support Officer
15. To order first aid supplies and assist in ensuring that Queen's Park Academy is kept appropriately stocked under the direction of the Business Support Officer
16. To support the Educational Visits Coordinator (EVC) in administering School Educational visits in line with school procedures, including managing parental consent forms, monitoring parental contributions, payments, and credit control
17. To maintain and update the Queen's Park Academy website, the Management Information System as appropriate and other social media as directed
18. To ensure that reprographics consumables are adequately stocked at all times
19. To assist with human resources administration as directed by the Business Support Officer
20. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
21. To undertake any other associated duties as appropriate from time to time assigned by the Business Support Officer

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with school procedures
- **Equality and Diversity:**
To be responsible for promoting equality and diversity in line with school procedures
- **Health and Safety:**
To be responsible for following health and safety requirements in line with school policy and procedures
To act as a fire warden and first aider as required
To be responsible for recording all relevant accidents, injuries and incidents on AssessNet as directed.
- **GDPR – Data Protection**
To be responsible for following GDPR requirements in line with Queen's Park Academy and Advantage Schools policies and procedures
- **Training and development:**
To participate proactively in training and development as directed



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PERSON SPECIFICATION

Job Title: Receptionist / Administration Officer - Operations

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> English and Maths at GCSE grade A-C or equivalent 	<ul style="list-style-type: none"> RSA II or above Word Processing, ECDL or ITQ Level 2 or equivalent Safeguarding training
Knowledge/ Experience	<ul style="list-style-type: none"> Experience of reception duties Experience of working effectively with people from diverse backgrounds Evidence of high performance in previous roles/jobs Experience of clerical work Establishing effective relationships with staff, pupils and other stakeholders Evidence of understanding how to promote equality and diversity within the job role Working knowledge of Microsoft Office Working knowledge of website management and social media posting Experience of operating computerised and manual systems Understanding of confidential and data protection matters Understanding of the demands of the administrative role to ensure effective prioritisation of workload Able to seek relevant information for problem solving and decision making 	<ul style="list-style-type: none"> Experience of working in a school office Knowledge of SIMs packages Experience of databases, spreadsheets, internet, electronic mail Experience of minute taking. Experience of operating a telephone system Experience of working effectively in a customer focused environment

Skills/Abilities	<ul style="list-style-type: none"> • Ability to consistently create a welcoming and supportive environment for students and/or visitors • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote the school's reputation and carry out school business appropriately and professionally at all times • Ability to communicate effectively and confidently face-to-face, on the telephone and in writing • Ability to form and maintain good working relationships and must be punctual and reliable • Ability to produce documents that are grammatically correct and spell checked • Ability to proof read and correct documents accurately • Ability to prioritise own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved • Ability to record, track and retrieve documents using files and folders (both paper-based and on the PC) • Ability to work on own initiative • Ability to communicate with students • Excellent interpersonal skills • Drive, energy and vision • Efficient, methodical and organised • Calm under pressure • Reliable with a high degree of confidentiality and integrity 	<ul style="list-style-type: none"> • First Aid training
Special Requirements	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and 	

	<p>personal boundaries with children, young people and vulnerable adults</p> <ul style="list-style-type: none">• Willingness to continuously update skills and knowledge• Awareness of health and safety requirements relevant to the job• Must be a resilient character with a flexible approach to work	
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