

Candidate Pack



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

Receptionist

Overview of the role



Cedar Mount
Academy
BRIGHT FUTURES EDUCATIONAL TRUST

This is an exciting opportunity to join our wonderful schools. We are looking for an enthusiastic, outgoing and friendly individual for the role of Receptionist at Gorton Education Village. The role of Receptionist is a shared role for Cedar Mount Academy and Melland High School, so some flexibility is required to accommodate the needs of both schools, especially when holidays and INSET days differ.

Gorton Education Village is a fantastic place to work. You will benefit from supportive colleagues, the two principals from our schools and a supportive Trust, engaged parents and students. In short, we have a very warm and welcoming school team.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

The full job description and person specification are at the end of this pack.



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.



Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Heads of School and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://Bright Futures Educational Trust (bright-futures.co.uk))

The Central Team includes the Executive Team: John Stephens, CEO; Lisa Fathers, Deputy Chief Executive; Lynette Beckett, Director of People & Strategy and Anna Sharpley, Chief Finance Officer.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](#)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Cedar Mount Academy

A BRIEF HISTORY AND BACKGROUND INFORMATION

Cedar Mount Academy opened in 2000 and is co-located with Melland High School, an outstanding special school which is also part of Bright Futures Educational Trust as is Rushbrook Primary Academy which also shares the campus.

VISION, VALUES AND CULTURE

Vision

The best for everyone, the best from everyone

Mission

At Cedar Mount Academy we believe that all students should learn to be the best version of themselves, so that they leave school after five years as happy, caring and knowledgeable young people ready to contribute as global citizens. This is a school designed to support its local community and is driven by our values.

Values

Our key values have been chosen to allow students and staff to achieve things they never thought they could. We expect all members of the Cedar Mount family to:

Show respect:

We are polite and courteous at all times

Be honest:

We tell the truth and take responsibility for our own actions

Be kind:

We think of others and act in a way that benefits our whole community

Show resilience:

We never give up and have the strength to face challenges, knowing that we can always improve

Work hard:

We complete every task to the best of our ability, knowing that by working hard we can meet our potential



This is an exciting and rare opportunity to join our wonderful school. We look for humble leaders with a strong moral purpose, that every child can achieve their dreams and goals, at Cedar Mount Academy.

Our school is a fantastic place to work. We have been on a strong journey of improvement and are ambitious about our next steps. We are a team of staff and students who are working together relentlessly to ensure a world class education for all our students. You will benefit from supportive colleagues, a forward looking Principal, a supportive Trust, engaged parents and students; and a very warm and welcoming school.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

OUR AIMS

The school has the following aims in offering a world class education for all students:

- To help students become the best version of themselves so they can make sense of change, and improve the world
- To provide a curriculum that enables students to be successful, to be challenged and to meet their potential
- To create an inclusive community that allows everyone's identity to be recognised, celebrated and valued, and for individuals to flourish
- To offer equity of opportunity to all members of the community so they can develop the knowledge and skills needed to go into the world and be successful
- To ensure all members of the community take responsibility for their own actions and support others to make the right choices

OVERARCHING PRINCIPLES

Education is the entitlement to powerful knowledge that takes students beyond their experiences. The curriculum at Cedar Mount Academy is designed to enable students to acquire knowledge, understanding, skills and behaviours that take them beyond their context. This is knowledge that our students may not have had access to before. These skills and behaviours enable students to become useful citizens in a global society.

Social and cultural mobility are the keys to securing high quality, lifelong, positive academic outcomes for our students and allowing them to be the best versions of themselves. We have a wonderful enrichment offer to complement the curriculum which teaches students how to behave, present themselves and represent their community.

Running throughout Cedar Mount Academy is a relentless desire for our students to be happy. We have a sophisticated wellbeing strategy. We believe our students need to be challenged to think and work hard but we 'challenge with compassion': every student will be given the opportunity to achieve academic success in a supportive and creative environment.

THE CEDAR MOUNT ACADEMY WAY

“Leaders’ strong moral purpose and unwavering focus to create a positive culture for learning has transformed the school into a better place.” Ofsted 2023

Cedar Mount Academy is a fantastic school. We believe that all students should learn to be the best version of themselves so that they leave school after five years as happy, caring and knowledgeable scholars.

We are a school designed to support and develop our local community, driven by our core values. Our firm belief in these values ensures our commitment to high-quality education for all students.

Parents who choose to send their children to Cedar Mount Academy know they will be giving their child an opportunity to learn in a hardworking, academic culture that brings out the best in everyone.

At Cedar Mount Academy we ensure students have access to a wide range of educational opportunities, both academic and extra-curricular, that prepare them for their future and open up their prospects for further development. We are proud to give our students authentic experiences that excite and interest them. We have notable success in sports (we are City Champions in a range of events), public speaking, drama (students have taken part in a range of performances) and much more. Students enjoy many trips, visits, and residential opportunities, enabling them to enjoy the very best experiences so they thrive in all they do.

We are a diverse and multicultural community where differences are celebrated and where students are given high quality pastoral care from our wonderful staff team. The school offers a vibrant, studious, calm and welcoming environment. Ofsted said this year (2023): “...the school is like a second family”.

We have been on a strong journey of improvement and are ambitious about our next steps. Leadership is strong and ambitious, and the curriculum work has been extensive. Our last inspection in April 2023 gives us much to celebrate with three areas of school judged as securely ‘Good’:

- Leadership and Management – Good
- Behaviour and Attitudes – Good
- Personal Development – Good

Exciting work is underway to embed the curriculum work and secure ‘Good’ for the ‘Quality of Education’. This is an exciting time to join our thriving school community and we are proud of the difference we are making to children’s lives.

“Cedar Mount is a welcoming and inclusive school. Pupils share highly positive relationships with staff and their peers. They know that staff care deeply for them. This helps pupils to feel happy and safe in school. Pupils say that the school is like a second family” and “Leaders have developed a rich, varied and ambitious curriculum. Pupils enjoy learning new knowledge and ideas”.

We encourage you to watch our new school video which perfectly sums up who we are:
cedarmount.bright-futures.co.uk/wp-content/uploads/2023/09/cedar_mount_academy-720p.mp4

Further information about the school can be found on our website: <https://cedarmount.bright-futures.co.uk/>

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

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|----------------------|--|
| Salary | NJC scale points 4-6 (Bright Futures Grade 3) . The full-time equivalent pay is £23,114 rising to £23,893 per annum The actual pay based on the working pattern below is £20,390 rising to £21,078 |
| Working weeks | This is a great opportunity for flexible working as the role will work 40 weeks during school term-time including five school based training days (INSET) and five additional days. |
| Hours | 36.25 hours per week; 9:00 - 4:45pm, Monday to Friday 7¼ hours per day with a half hour unpaid lunch break |
| Holidays | You will be paid for the prorate equivalent of 26 days, plus 8 public holidays. This increases to 31 days plus 8 public holidays after 5 years' service. |
| Pension | Local government pension scheme. Please take a look at the website: https://www.gmpf.org.uk/ . |
| Other | We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development. |

How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/jobs/138097/EDV-2024-CMA-24281>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website. Closing date: Friday 8 July 2024. Selection date: Wednesday 10 July 2024.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

GORTON EDUCATION VILLAGE

Receptionist

Grade 3 Scale 4-6

(Conditions of service as defined in the National agreement on pay and conditions of service for local government service)

The post holder, as part of the Administrative Support Team, will report to the Office Manager and provide a high quality reception service for Cedar Mount Academy and Melland High School. The post holder will have contact with parents, carers and students of the Academy, members of the wider community and outside agencies.

All members of Academy staff are expected to be a professional and active member of the Academy community working as part of the team to raise standards, improve outcomes and opportunities for all students and promote a lifelong love of learning.

Specific Responsibilities

1. Reception

- To receive visitors and parents to the Academy and communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To determine and action an appropriate first response to enquiries from pupils, parents and visitors.
- Maintain a clean, tidy and well organised reception area.
- Be well presented in order to give a positive and professional first impression to all Academy visitors
- Responsible for ensuring all visitors to the Academy are registered in accordance with Academy policy and have the appropriate identification as an Academy visitor.
- Sign in deliveries and packages and ensure that the relevant member(s) of staff know that the package has arrived and is ready for collection.
- Record meeting room bookings in the appropriate diary.
- Assist with general Academy administrative duties when required.

2. General Responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Be aware of and support difference to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.

Other Expectations of all Academy Staff

- To work professionally and effectively as part of a specific and wider Academy staff team.
- To be a positive professional role model for all students.
- Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staffs professional position.
- Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and Academy policy.
- To be a form tutor or associate for tutor to an assigned group of students and carry out that role in line with Academy policy.
- To carry out supervision duties as directed in the Academy duty rota.
- Engage actively in the Academy performance management process.
- Engage actively in the Academy CPD program to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Attend Academy events and activities as directed by the Principal.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

| Category | Essential | Desirable | Means of Identification |
|--|--|--|--|
| Qualifications, Education, Training | <ul style="list-style-type: none"> • Posses good numeracy and literacy skills • Experience of following procedures and instructions • Experience of general clerical and administrative work • Experience of providing a reception service • Experience of operating a switch board | <ul style="list-style-type: none"> • Formal qualifications at GCSE level • Experience of working in a secondary school | <p>Application form</p> <p>Certificates</p> |
| Relevant Experience | <p>Very good oral and written communication skills</p> <p>Ability to manage own workload effectively</p> <p>Good customer service skills</p> <p>Good ICT skills</p> <p>Ability to relate well to adults and children</p> <p>Ability to work constructively as part of a team</p> | <ul style="list-style-type: none"> • Knowledge of SIMs or similar education MIS system. | <p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p> |
| Safeguarding | <ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people | <ul style="list-style-type: none"> • Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines | <p>Application Form</p> <p>Interview</p> <p>Task</p> |

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|--|--|--|--|
| <p>Others</p> | <ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work • Self motivation and drive to complete tasks to the required time scales and quality standards • Flexibility to adapt to changing workload demands • Personal commitment to the Academy's professional standards and code of conduct • A commitment to further training and a willingness to participate in relevant CPD • Commitment to the aims and ethos of the Academy. • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. • A willingness to be first aid trained. | | <p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p> |
| <p>Our Values</p> | <ul style="list-style-type: none"> • Community: Evidence of working together for a common purpose and encouraging diversity • Integrity: Evidence of doing the right things for the right reason • Passion: Evidence of taking personal responsibility, working hard and having high aspirations | | <p>Interview</p> <p>Tasks</p> |
| <p>Pre-Employment Screening</p> | <ul style="list-style-type: none"> • Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • Online screening • ID checks | | <p>On-line DBS check</p> <p>References deemed suitable by Bright Futures Educational Trust</p> <p>Passport or other evidence allowed by UK Home Office</p> |