



Receptionist – Part time
25 hrs per week 7.30am - 12.30pm
Required September 2024

Salary band: NJC 3-4 – £13,453 Actual Annual Salary
Term time plus 5 days
Closing Date: Thursday 4th July 2024 @ 9am

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June 2024

Dear Colleague

Thank you for taking an interest in joining our staff team here at Bradford Forster Academy. Bradford Forster has an excellent team of staff and this is an exciting time to join us.

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing and diverse schools.

Bradford Forster Academy is a student-centered place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to provide the best education possible and our strapline underpins all we do: 'Everything is possible for one who believes' (Mark 9:23). The academy serves a multicultural community in which many of our students experience high levels of economic and social disadvantage. As Principal, I am fortunate to work with a talented staff team who demand the highest standards from themselves and our students and deliver this with great commitment and enthusiasm. We believe that valuing all members of staff is how we get the very best out of everyone. Every member of staff has their own part to play in ensuring that our school is a special place to be.

There is a strong emphasis on relationships between staff, students, and parents; the Form Tutor is the first point of contact with the family. The Christian ethos of the academy supports and encourages students and staff to explore their own and other faiths and develop their spiritual awareness. This is integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD (CONTINUED PROFESSIONAL DEVELOPMENT) programme consisting of internal and external courses and training, which are intended to develop staff expertise. We are committed to growing our own, and we know that excellent CPD for all staff will ensure that staff can progress within our own academy.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for making a difference and would like to visit us, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply; I look forward to meeting you and reading your application.

With all good wishes

Mrs Gemma Earles, Principal

Vision and Ethos

'Everything is possible for one who believes' (Mark 9:23)

The vision for the Academy is to further raise the hopes, aspirations and ambition of our students, their families and the local community, by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, the best student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles, enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promoting self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.

We set high standards and have high expectations for both learning and personal development. We strive to set our children on the best path for their future, by instilling self-belief and self-confidence in what they can achieve.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy, the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff, there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.

The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day. Whilst our student-centred learning is founded on a Christian ethos, Christian values and Christian principles underpin our work, our students are supported to explore their own spirituality and to recognise and understand the beliefs of others.

Application Process

The closing date for all applications is **Thursday 4th July 2024 @ 9am**

Applications are to be made via [MyNewTerm](#)

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at the interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

About BDAT

Bradford Forster Academy is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE (Inclusion, Compassion, Aspiration, Resilience and Excellence)

At BDAT we have considered the importance, effectiveness, and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE." To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop, and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

Job Description

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Post title: Receptionist
Salary: Salary band NJC 3-4 – £13,453 Actual Annual Salary
Hours: 25 hours per week – Term time plus 5 days
Responsible to: Office Manager

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

Purpose of Role:

To assist in the administration of Reception duties and the provision of an efficient typing service to the academy. General clerical duties, with an ability to use computer programmes and databases, e.g., Excel and Word and reprographic services, working to strict time schedules.

Main Duties

- To provide a prompt, professional and welcoming reception service to all internal and external customers
- To ensure that the reception area is welcoming to all students, staff, and visitors
- To undertake all duties associated with internal and external mail
- To undertake a range of clerical duties including typing, data input and extraction, and reprographics
- To undertake specific duties as instructed by line manager
- To assist with first aid
- To maintain and update all necessary records using manual and computerised systems, (e.g., SIMS (School Information Management System), Excel, Word) compiling returns as appropriate, use of the internet as and when necessary
- To use databases and mail merge
- Good ability to communicate and work effectively with parents, staff, and students
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality, and data protection; reporting all concerns to an appropriate person.
- To support, uphold and contribute to the development of the academy's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To contribute to the overall ethos/work/aims of the academy and appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- To contribute to the efficient running of the academy by contributing to the development of any systems to meet changing needs and improvements to the service provided.
- Carry out duties and responsibilities as instructed by the Office Manager to meet the changing needs of the academy.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To appreciate and support the work of other professionals.

Whilst every endeavor has been made to outline all duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used above; in which case all the usual associated duties are naturally included in the job description.

Additional Responsibilities:

- To deal with any immediate problems or emergencies according to the academy's policies and procedures
- Ensuring GDPR (General Data Protection Regulation) compliance for all handling of sensitive documents
- To respect confidential issues linked to home/students/teacher/academy work
- Safeguarding duties in case of fire and/or emergency evacuation where applicable
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the academy policies and procedures at all times
- To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Any Special Conditions of Service:

Bradford Forster Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to have a clear enhanced Disclosure and Barring Service (DBS) check.

There may be a need to work outside of normal working hours and off academy premises required by the Principal. The academy operates a strictly no smoking policy

Person Specification

Post Title: Receptionist

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> • C/4 or above in GCSE English and Maths (or equivalent) • First aid certificate or willingness to undertake training 	<ul style="list-style-type: none"> • Administration qualification 	Application form Interview
Skills Specialist knowledge and experience	<ul style="list-style-type: none"> • Recent experience in public or private sector administration, using computerised management information systems. • Experience of working in a team situation. • Recent customer service experience. • Experience of using Microsoft applications, in particular Word & Excel. • Knowledge of office methodologies (e.g., manual, and electronic filing systems, correspondence files etc.). • Knowledge of telephony/switchboard systems. 	<ul style="list-style-type: none"> • SIMS database • Previous experience of working on Reception in a busy environment. • Previous experience of working in a school environment 	Application form Interview

Disposition and Adjustment	<ul style="list-style-type: none"> • Ability to relate well to students and adults • Work constructively as part of a team • Ability to remain calm under pressure • Self-motivated individual • Able to work without supervision • Able to make decisions within established guidelines • Flexibility and willingness to accept change • Approachable, courteous, and able to present a positive image of the school to callers and visitors • Maintain confidentiality in matters relating to the school, its students, staff, parents, and carers • Commitment to own personal and professional development, being prepared to undertake any training relevant to the post whether external courses or in house training. 		Letter of Application, Interview, and reference
Physical and Sensory	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010. 		Interview and reference
Christian Ethos	<ul style="list-style-type: none"> • Commitment to promoting the Christian ethos, values, and truths in all elements of Academy life and education. 		Application form and interview

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

Receptionist

Start Date: ASAP

25 hours per week – Term time plus 5 days

7.30am - 12.30pm Monday to Friday

Salary: NJC 3-4 – £13,453 Actual Annual Salary

Bradford Forster Academy is an 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has approximately 1000 students on roll. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking to appoint a highly motivated and approachable part-time Receptionist to join our friendly and committed main office team. As the face of the academy you will promote a professional and courteous service that is consistent with the academy's ethos. The successful person will assist in the administration of Reception duties and provide an efficient service to the academy. You will be self motivated, exceptionally well organised and a good team player. If you are looking to join an academy with a culture of professional learning and reflection, then we want to hear from you.

The successful candidate will:

- Have excellent communication and customer service skills with the ability to relate well to stakeholders
- Experience of working within a team and with members of the public
- Use of school-based information management system, in particular SIMS.
- A willingness to undertake training in relevant areas (full training will be provided).
- Contribute to the overall ethos and aims of the academy.
- Establish productive working relationships with all stakeholders
- Be able to prioritise and remain calm under pressure.

We can offer you:

- An attractive, very well-resourced working environment.
- Effective and supportive colleagues.
- Opportunities for personal and professional development.

For full details, application form with information pack, please visit the [MyNewTerm](#) website

Closing Date: Thursday 4th July 2024 @ 9am

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).