

Braunton Academy



'Aspire and Achieve'

**Academy Receptionist Required
To Commence: 4th January 2023**

(or as soon as possible after this date)

Closing date: Noon on 5th December 2022

Interviews Thursday 8th December 2022

NJC Grade D.7-D.12 (£11.59 - £12.70 per hour)

**37 hours per week x 39 weeks per year (term-time + 5
days)**

Braunton Academy is rated 'Good' by Ofsted

Barton Lane

Braunton

North Devon EX33 2BP

Tel: 01271 812221

Academy Website: www.braunton.academy

Email applications: recruitment@braunton.academy

Principal: Mrs F Bowler

Students: Aged 11-16 number on roll: 752

November 2022

Dear Candidate

RE: Permanent Receptionist

Thank you for expressing an interest in the position of Permanent Receptionist within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler
Principal

Braunton Academy

VACANCY FOR A PERMANENT RECEPTIONIST TO START ON 4TH JANUARY 2023
(or as soon as possible after this date)

Payscale: Grade D.7-D.12 (£11.59 - £12.70 per hour)

37 hours a week x 39 weeks per year (term-time + 5 days)

Monday – Thursday 8.15am to 4.15 pm. Friday 8.15 am – 3.45 pm with 30 minutes for lunch.

An opportunity has arisen for a Receptionist at this mixed 11-16 semi-rural school on the beautiful North Devon coast.

Braunton Academy is a thriving and over-subscribed school, which sits at the heart of its community and is surrounded by beautiful countryside and some of the country's most stunning beaches: A fantastic place for our children to live and learn.

We are seeking to appoint an experienced, motivated, and well-qualified Receptionist. This is a key 'front of house' post within the Academy.

The Academy Reception can be a high-pressured, fast-paced environment with significant telephone and personal disruption. Multi-step tasks need to be completed with accuracy and speed. The successful applicant will have excellent administration skills and the ability to communicate effectively with adults and students. Previous experience in a similar environment is an advantage.

Closing date: Noon on Monday 8th December. Interviews on Thursday 8th December.

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by noon Monday 5th December 2022. Please note, if you have not heard from us by Tuesday 6th December 2022 then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

PERSON SPECIFICATION Receptionist

Location: Braunton Academy
Reporting to: The Principal
Pay scale: Grade D.7-D.12 (£11.59 - £12.70 per hour)

Qualifications and Training		How Identified
Essential	<ul style="list-style-type: none">● GCSE/GCEs or equivalent including English and Maths at Grade C/5 or above.	<ul style="list-style-type: none">● Application form● References● Exam certificates
	<ul style="list-style-type: none">● Fast accurate touch-typing skills (this will be tested at interview).	<ul style="list-style-type: none">● Exam certificates● Interview

Desirable	<ul style="list-style-type: none"> ● NVQ Business Administration qualifications or equivalent 	<ul style="list-style-type: none"> ● Exam certificates
Professional Experience		
Essential	<ul style="list-style-type: none"> ● Substantial and successful experience in a busy office environment. ● Experience in administration/clerical work. ● Experience of working flexibly and managing own time to best effect. 	<ul style="list-style-type: none"> ● Application form ● References.
Desirable	<ul style="list-style-type: none"> ● Successful experience of working in a school/college/educational context. ● Experience of working with young people. 	<ul style="list-style-type: none"> ● References ● Interview
Skills/Knowledge		
Essential	<ul style="list-style-type: none"> ● Familiarity with, and experience of using MS Office / Google and data bases. ● Ability to be proactive and work on own initiative, without supervision. ● Ability to work accurately to tight deadlines. ● Excellent communication skills, both face to face and by phone. ● Excellent team player. 	<ul style="list-style-type: none"> ● Letter of application ● References ● Interview
Desirable	<ul style="list-style-type: none"> ● Demonstrate awareness/commitment to upholding safeguarding and equal opportunity policies. 	<ul style="list-style-type: none"> ● Interview
Attributes		
Essential	<ul style="list-style-type: none"> ● Cool and unflappable under pressure. ● Ability to maintain confidentiality. ● Professional integrity and high personal expectations and standards. ● Warm, friendly, but assertive. ● A sense of humour! ● Adaptable. ● Willingness to undertake continuing professional development. 	<ul style="list-style-type: none"> ● Interview ● References

Braunton Academy Academy Receptionist - Job Description

Location:	Braunton Academy
Reporting to:	The HR Manager
Pay scale:	Grade D.7- D.12 (£11.59 - £12.70 per hour)
Hours:	37 hours per week. 39 weeks per year (term-time + 5 days) Monday – Thursday 8.15am to 4.15 pm. Friday 8.15 am – 3.45 pm with 30 minutes for lunch.

Job Purpose:

To provide an effective and efficient Reception Service, including answering the phone, forwarding messages appropriately and dealing with all academy visitors, students and staff who report to Reception, being proactive in managing Academy Safeguarding requirements, at all times.

1. To manage all message distribution to staff, including email messages.
2. To be responsible for internal distribution of post to staff and external post duties, including weighing and franking of all outgoing mail and delivering to post box/post office. Responsibility for the operation and updating of the franking machine.
3. Calling parents at the request of Senior Members of staff about various matters.
4. To provide routine clerical support such as word-processing, photocopying, filing, emailing etc to SLT who require it, this includes the HR Manager.
5. To provide routine clerical support for Director of Additional Learning Needs and Skills Centre, as required.
6. To be responsible for the entry of curricular academy facility bookings, using the designated software.
7. Liaising with outside agencies for room bookings.
8. To undertake when necessary, other administrative duties to cover sickness and holidays.
9. Maintenance of the Reception area, ensuring a welcoming, attractive and clutter-free environment. Updating and organising notices on the Staff Room Notice board.
10. Communications with Parents/Carers – using ParentMail in liaison with the Student Services Administrator.
11. Ensuring that parcels delivered to the Academy are distributed quickly and appropriately via the Site Supervisors.
12. Advertising School Productions and ticket sales for performances and events.
13. Liaising with staff in production of any Academy weekly bulletin.
14. Managing the Academy Notices page, clearing information daily.
15. Administration for BAPP (Braunton PTA).
16. Assisting with updates to the Academy website where required.
17. Manage and organise second-hand uniform sales.
18. Providing first aid backup where necessary.
19. Providing back up for key administrative tasks e.g. attendance.
20. Any other duties commensurate with your role.

Within this role, the postholder is expected to

- **Work to employment law requirements as well as OFSTED regulations and governance with specific emphasis on Disclosure and Barring (DBS) and Health and Safety requirements.**
- **To maintain confidentiality of information acquired in the course of undertaking duties for the academy.**
- **To be aware of and adhere to applicable rules, regulations, legislation and procedures, e.g. Equal Opportunities, Code of Conduct, Health and Safety, Data Protection.**

**BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP**

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident.

The Academy has a commitment to improving the quality of Learning by :

- **preparing people for their futures by :**
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- **recognising that individuals learn in different ways by :**
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process

- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation

- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress

- sustaining a **culture** which :
 - respects and values all its members
 - is open and accessible
 - develops individuals and teams
 - challenges and motivates
 - listens and responds

- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops

- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching

- provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
 - **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.