

# Generations Multi Academy Trust Goffs-Churchgate Academy



## RECEPTIONIST

### Information for Applicants





## **GOFFS-CHURCHGATE ACADEMY**

### **RECEPTIONIST**

**Required as soon as possible**

We are seeking to recruit an enthusiastic and committed Receptionist to work in our small and highly supportive secondary school.

The post is term time only, working 37 hours per week: £18,672 on H4 point 17 plus Fringe of £857, actual salary £16,217.36. The hours of working will be 8:00am - 4:00pm, 5 days a week. The Trust would consider applications from colleagues who might wish to reduce the hours and work part time, or be part of a job share.

You will play a central role in the school, being the first person that stakeholders come in contact with, either in person or via telephone. As such, you will very much be the face of our school and will play a critical part in the ongoing success of our community. The successful candidate will have a professional manner and be able to multi-task on a range of activities. In addition, working in partnership with the Administration Assistant, the post holder will have a range of other activities including parental contact, reprographics, first aid and managing our student payment systems. You will have the autonomy to manage your workload effectively as part of ensuring all aspects of the role are completed.

You will have experience in an office, preferably in a school environment, and will be able to demonstrate experience of managing your workload in a busy office environment. A working knowledge of school information systems such as SIMs would be beneficial. However, full training will be provided for the successful candidate. You should have excellent communication skills, and a high level of personal effectiveness, including strong organisational skills.

**Please contact Harriet Muxlow, HR Director, on 01992 624375, or by email at [hmu@generationsmat.herts.sch.uk](mailto:hmu@generationsmat.herts.sch.uk) for further details.**

**Closing date for applications: Tuesday 25<sup>th</sup> February 2019**

**Interviews will be held as soon as possible after that date.**

**The school is committed to safeguarding children and young people.**

**All postholders are subject to a satisfactory enhanced DBS check**



# **JOB DESCRIPTION**



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JOB TITLE:	Receptionist
GRADE/HOURS	The post is term time only, working 37 hours per week: £18,672 on H4 point 17 plus Fringe of £857, actual salary £16,217.36. The hours of working will be 8:00am - 4:00pm, 5 days a week. The Trust would consider applications from colleagues who might wish to reduce the hours and work part time, or be part of a job share.
PURPOSE OF YOUR JOB:	The effective and efficient organisation of all aspects of the school office
REPORTING TO:	Senior Administrator
STAFF REPORTING TO JOB HOLDER:	None
CONTACTS WITHIN SCHOOL:	All staff and students
CONTACTS OUTSIDE SCHOOL:	External stakeholders as appropriate
MAIN TASKS AND RESPONSIBILITIES:	<ul style="list-style-type: none"> <li>• Provide an efficient and effective service for the School Office including working with both students and parents. This includes running the main school Reception, with all associated responsibilities</li> <li>• Coordination of Parentmail/Parent Text notices as required, including administration of the school's detention system</li> <li>• Coordinate and maintain the school's ParentPay system</li> <li>• Provide copies of printed materials in suitable formats to agreed deadlines for staff</li> <li>• Provide reprographics support as requested by the Senior Administrator</li> <li>• Help maintain and create displays across the school</li> <li>• General admin as required</li> <li>• Form part of the first aid team. Full training will be provided. Other duties at the discretion of the Principal</li> </ul>
KNOWLEDGE, EXPERIENCE AND TRAINING	<ul style="list-style-type: none"> <li>• Microsoft Office Applications (Word, Excel and PowerPoint)</li> <li>• A knowledge of using SIMS would be desirable</li> <li>• Organisation and management skills</li> <li>• Calm under pressure with strong interpersonal skills</li> <li>• Experience in dealing with young people in a busy environment</li> <li>• Proactive in the change process</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• Evidence through DBS check and recruitment process of suitability for working with children</li> </ul>



# **PERSON SPECIFICATION**



## PERSON SPECIFICATION:

### RECEPTIONIST

Essential:	Desirable:
<b>Qualifications</b> <ul style="list-style-type: none"><li>English and Maths – Grade C or above (or equivalent)</li></ul>	
<b>Experience</b> <ul style="list-style-type: none"><li>Working with stakeholders both face to face and on the telephone</li><li>Experience of greeting guests and visitors and making them feel welcome in a positive and friendly manner</li><li>Experience of basic clerical duties and office procedures</li><li>Experience coping with multiple tasks and prioritising your own workload</li></ul>	<ul style="list-style-type: none"><li>Experience of a school environment</li><li>Experience using SIMs</li></ul>
<b>Professional expertise</b> <ul style="list-style-type: none"><li>Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook</li><li>Excellent communication skills</li></ul>	
<b>Personal Qualities:</b> <ul style="list-style-type: none"><li>Approachable with good interpersonal skills</li><li>Ability to work effectively with others</li><li>Ability to work using your own initiative</li><li>A commitment to the aims and ethos of the Academy</li><li>Able to communicate positively with young people</li><li>Genuine interest in and warmth towards young people</li><li>Enthusiastic</li></ul>	



# **INFORMATION ABOUT THE MAIN OFFICE**



## **MAIN OFFICE**



The main office is the central hub of the school and is a hive of activity. It is where all of our visitors and guests start their visit at the school, and so a warm and professional welcome is extremely important. In all of our visitors' first interactions, the importance of safeguarding is highlighted, including ensuring each visitor wears identification, reads our visitor safeguarding policy, as well as ensuring that no one is able to leave or gain unauthorised access to the site.

Within the office, the team deal with parents, students and all visitors on a variety of topics. Two days are never the same in the office and there are a range of interactions. In addition, the office also supports the teaching team with reprographics, ensuring that our students have high quality resources to support their learning.

As part of supporting our student rewards and behaviour, the main office coordinate the messages for parents regarding detentions, and also produce any detention lists for senior staff.

The physical office is very spacious and provides a bright and professional working environment for all of the staff who use this as their base.

We look forward to the successful candidate joining our highly effective administration team.





**INFORMATION ABOUT GOFFS-  
CHURCHGATE ACADEMY AND  
THE GENERATIONS MULTI  
ACADEMY TRUST**



## Information about Goffs-Churchgate and the Generations Multi Academy Trust



Welcome to our information pack about Goffs-Churchgate and the Generations Multi Academy Trust. The Goffs-Churchgate Academy is the first school to join the Goffs Generations Multi Academy Trust. The school is now in its second year of operation and has a new uniform, name, brand, leadership and curriculum, based on the hugely successful model in place at Goffs Academy.

The school is a fully mixed comprehensive school from 11-16 years of age, with 330 on roll; it is intended to rapidly expand this number to 120 per year group, making a school of 600. Over the past year, the school has grown in its reputation, which has resulted in a record attendance at our open evening at the end of September. This reflects the very high level of local interest in the school. Local estate agents report significant interest in parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. Reflecting this, the current Year 7 is already over-subscribed and applications for next year have increased dramatically from previous years.

One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else – if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

The post offers a genuine opportunity to work in a school community which changes the lives of the young people who we care for.

### **Professional Working and Learning Environment**

The school has benefited from brand new facilities, opened in October 2016. These include brand new teaching and learning facilities for all subjects. The school also benefits from high quality playing surfaces for PE, a gym with professional sprung floor, a Dance studio and an indoor swimming pool. The new facilities provide light, modern, professional and a fit for purpose working environment for all.

### **The Generations Multi Academy Trust**

In early 2016, Goffs Academy received a direct approach



from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

Our future plans include establishing a nursery provision with subsidised staff places, and looking at the opportunity to establish or join with a primary school, thus effectively creating an all through education structure. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

## Outcomes



We are delighted that our first set of outcomes as Goffs-Churchgate Academy show record improvements from the predecessor school. For the main measure of progress, our students achieved a 105% improvement from the previous year. The school is now performing in line with National Average. This demonstrates that our students make excellent progress in their subjects at the school. To support this, we target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement

and aspiration, and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make Goffs-Churchgate Academy a very exciting and rewarding community to be a part of.



## Community

Goffs-Churchgate prides itself on its sense of community – both within the school itself, and in the wider locality. We are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community based activities for both students and parents. Our students actively support local charity work, and maintain strong links with our local primary schools.

We firmly believe in every student feeling a strong sense of community and on entering the school, each student is placed in one of four Houses: Curie, Edison, Faraday, and Rubix. Each House is led by a team of



student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Students within each House arrange a variety of fund raising events throughout the school year. The House raising the most money in the year for our school charity will be awarded the annual Charity House Shield.

Our students have a wide range of student leadership opportunities open to them as part of actively encouraging leadership development. These student led groups include:

- Student Executive
- Community Captains
- Mental Health Champions



Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.

Goffs-Churchgate is proud to be a truly comprehensive school, with students and staff from different religions and a number of languages spoken in the school. We recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

### **Care, Guidance and Support**

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. Goffs-Churchgate believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of the school. We have an extensive pastoral care system to support the welfare and progress of all our young people.

### **Staff Development**

Through the Goffs Generations Multi Academy Trust, the successful candidate will be able to access a range of staff development opportunities. Goffs has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join, be they an NQT or highly experienced colleague.

In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. All staff complete peer observations to observe best practice. Many use their disaggregated time to coach others or

to receive coaching. Moreover, there are specific training sessions for NQTs and other interested staff which run every Wednesday after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

### **Leadership Development**

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

### **Staff Benefits**

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

**Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:**

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities

- As part of our Multi Academy Trust, “Generations”, potential to work across more than one school to develop career enhancing skills and knowledge

**Additional financial incentives and tax efficient benefits, including:**

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1<sup>st</sup> year)
- Childcare voucher scheme
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday: initial 1 year trial
- A £1,000 Employee Referral Scheme (i.e. finder’s fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

**Access to a wide range of health and well-being resources including:**

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school’s discretion
- Free tea, coffee and milk for staff