



Receptionist

Recruitment Pack



Nurturing inclusive learning communities

CEO WELCOME

Dear Applicant,

Thank you for your interest in these vital new Receptionist post at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for these positions.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We already have four academies within the Trust and we are delighted to be opening the brand new Elements Academy in Rotherham in September 2022.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust



EXECUTIVE HEAD / HEAD TEACHER WELCOME

Dear Applicant

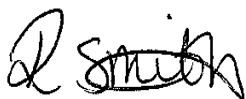
Elements Academy is a new special school opening in September 2022 in Rotherham, South Yorkshire. It will offer 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we will provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils will be supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we will take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have the opportunity to access high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

We are seeking to appoint a Receptionist to join our new team. The successful applicants must be dedicated to supporting our young people to reach their full potential. We would like to thank you for your interest in Elements Academy and we look forward to receiving your application.



Rebecca Smith
Executive Head Teacher



Vicky Woodrow
Head Teacher



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities**.

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



WHY WORK FOR THE TRUST?

Ethos Academy Trust is currently based in West and South Yorkshire with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Sheffield, Rotherham, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants.
- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust eleven years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I am currently the Deputy SENDCo for Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, DEPUTY SENDCO - REACH ACADEMY



During my 6 years of employment within Ethos Academy Trust, I have been supported to access a number of professional development opportunities. I gained my PGCE over a 2-year period and, after securing a teaching role two years ago, I am now a middle leader within Ethos College and currently undertaking the NPQSL, in order to further enhance my leadership skills, understanding and practice

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, TEACHER - ETHOS COLLEGE



ADVERT FOR RECEPTIONIST

Grade/Salary: Band C, £19,264 (per annum, pro rata)

Hours: Full time, Term Time Only

Applicants

Do you want to make a real difference in the lives of vulnerable pupils? Do you want to work in an inclusive, nurturing school? Do you want to be part of a Trust that supports career progression? If so, this is an exciting opportunity to join Elements Academy, our brand new special school for children with social, emotional and mental health needs in Rotherham (S25) as it opens its doors in September 2022.

We are looking for a Receptionist to provide a friendly, efficient and customer focused front of house service to all stakeholders including staff, students, parents/carers and visitors. Your reception duties will include answering routine telephone and face to face enquiries sensitively, appropriately and in a professional, calm manner.

You will possess a Level 2 qualification or Intermediate City and Guilds Craft or Part 2, or have evidence of the equivalent level of knowledge gained through work experience. You will have experience of working within a school environment, covering reception and administrative duties (or in another customer focused role), combined with experience of using school management information systems or similar.

We are ambitious for growth and the development of our staff members and pupils and as such, there will be opportunities for progression within the Trust for successful candidates.

In return, we are able to offer a welcoming Trust with supportive management and a strong programme of staff development. You will receive exceptional support through our outstanding staff teams who are skilled at working with young people with needs across the SEMH range.


If you have any questions about the role, please contact Kathryn Bower on recruitment@eat.uk.com. You can also visit <https://www.eat.uk.com/about-ethos/a-day-in-the-life/> for a day in the life of working at Ethos.

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees and Wakefield, West Yorkshire, expanding in September 2022 into Rotherham, South Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our five academies (Ethos College, Reach Academy, Engage Academy, Evolve Academy and Elements Academy), the Trust provides wide ranging early



intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

Closing date: 31 August 2022 at 9am

Interview dates: TBC

RECEPTIONIST JOB DESCRIPTION

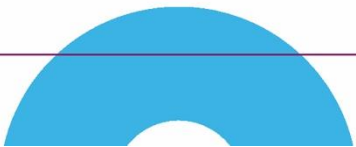
Job title	Receptionist
Location	Elements Academy
Hours	Full-time, term time only
Reports to	Headteacher
Staff responsible for	N/A
Closing Date	9am on 31 August 2022
Salary/Grade	Band C, £19,264 (per annum, pro rata)
Job Purpose	<p>To provide a front of house reception service and practical administrative support to Elements Academy.</p> <p>There are a variety of administrative, financial and business support duties that will be required when undertaking the role.</p> <p>The role will require you to handle information of a sensitive and confidential nature.</p> <p>The successful candidate will work collaboratively with colleagues to ensure the effective delivery of the service and will work closely with the wider Business Support team.</p>




KEY OBJECTIVES AND ACCOUNTABILITIES

- To provide a friendly, efficient and customer focused front of house service to all stakeholders including staff, students, parents/carers and visitors including providing detailed advice and taking action where appropriate.
- Undertake reception duties, answering routine telephone and face to face enquiries sensitively and appropriately and in a professional and calm manner.
- Signing in visitors, ensuring that robust safeguarding expectations are met.
- Provide effective, flexible and responsive routine clerical support e.g. photocopying, filing, faxing, emailing.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks.
- Sort and distribute mail.
- Support the School Business Manager in the provision of the day-to-day support services.
- Monitor stationery supplies and other equipment requests, taking into account health and safety requirements.
- To work as an effective team member and contribute towards a solution focused environment.
- To use initiative with regards to own areas of responsibility.
- Other duties as and when required to support Academy.

General

- Be aware of and support difference and ensure equal opportunities for all.
 - Contribute to the overall ethos/work/aims of the Trust.
 - Attend meetings within the Trust, at its academies and external events as required.
 - Share expertise and skills with others.
 - Participate in training and other learning activities and performance development as required.
 - Work effectively and professionally with all stakeholders, promoting the Trust positively at all times.
 - Recognise own strengths and areas of expertise and use these to advise and support colleagues.
 - Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
 - Ensure strict confidentiality in all areas of work.
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- All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs (Prevent).
 - Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
 - Understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.



PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	Level 2 qualification e.g. GCSEs Grades A*-C, NVQs Level 2, GNVQs or Intermediate City and Guilds Craft or Part 2, OR evidence of the equivalent level of knowledge gained through work experience.	E
Relevant Experience	Experience of working within a school environment covering reception and admin duties or in another customer focused role.	E
	Experience of using school management information systems or similar	E
	Experience of using a range of computer applications and ICT including word processing, spreadsheets, databases, presentation software, Internet and E-mail.	E
	Experience of working within an environment where literacy and numeracy skills have been demonstrated.	E
Aptitudes, Skills and Competencies	The ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
	The ability to communicate effectively on a 1:1 basis about everyday issues, providing a first point of contact in reception for telephone enquiries and welcoming pupils, parents/carers and other visitors to the school.	E
	The ability to make a relevant contribution to discussions with others.	D
	The ability to produce straightforward written information to internal guidelines and in standard formats.	D
	The ability to use initiative and decide the order in which own daily tasks are to be carried out.	E
	The ability to deal with everyday issues in own job.	E
	The ability to gather enough relevant information to understand specific problems, issues and events.	E



	The ability to use factual information to identify problems and draw logical conclusions.	E
	The ability to make your own judgement about situations and plans ahead.	E
	The ability to work to customer service standards and give customer satisfaction.	E
	To recognise and respond positively to the need for change.	E
	To take ownership of own work and performance.	E
	To be able to works with others to deliver added value to the team and service.	E
	To consider and shows respect for the opinions and feelings of others.	E
	To be able to work flexibly.	E
Any additional factors	Commitment to ongoing personal training and development.	E
	Willingness to work outside of normal Trust hours on occasion.	E
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children’s Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.


Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.



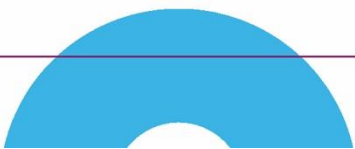


Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR

A copy of our Privacy Notice is available via our website.

www.eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ

