

October 2020

Dear Applicant,

Receptionist

Thank you for expressing an interest in becoming a Receptionist at Goldington Academy. We hope you find the enclosed information useful and that it will encourage you to send in an application. Visits to the school are encouraged, by appointment.

In this pack please find the following:

- General Information
- Ofsted Summary
- Job Description
- Person Specification
- Application form

You will find additional information on our school website www.goldingtonacademy.sch.uk which provides an insight into the organisation and experiences at Goldington Academy.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. In order to comply with our recruitment and child protection procedures, any offer of employment can only be confirmed once two references and a clear Enhanced Disclosure and Barring Service check have been received.

Please return your completed application form, accompanied by a letter of application, no later than noon on 29 October 2020. Interviews are expected to take place week commencing 2 November 2020.

If you require any further information, please do not hesitate to get in touch. We look forward to hearing from you.

Yours sincerely,



Mr F X Galbraith BSc (Hons), NPQH, MBA
Principal

GENERAL INFORMATION

Receptionist

Start date: ASAP
Pay: Level 2C, points 3-5 £18,562 – £19,312 Pro Rata
(£16,232.87 - £16,888.76 Actual)
Hours: 37 hours per week
Weeks: Term time only plus training days

Goldington Academy was built in 1964 as a secondary school. Since 1976 it has been a fully comprehensive 9-13 middle school. As a school recognised by Ofsted as outstanding the school was eligible to become an academy and converted on 1st April 2011. (Details of our more recent Ofsted inspection are enclosed with this pack). Following approval from the Regional Schools Commissioner, Goldington Academy converted to a secondary school starting on 1st September 2017.

The school buildings provide excellent facilities and accommodation for the secondary age range. The school serves an established mixed residential area to the north-east of Bedford. The number of children on roll is currently 800. The school is well resourced, with interactive facilities in each teaching space.

The school is organised on a year basis with a Head of Year in charge of each year group (currently Years 7, 8, 9, 10 and 11). A strong emphasis is placed on pastoral care and students' behaviour is excellent. Subject specialists have an overview of curriculum areas.

We require a Receptionist to work in the school office, mainly carrying out reception duties, but with some additional administrative support. The successful applicant would be required to work Monday to Friday during term time (plus the training days), hours to be agreed.

The person appointed will be joining a committed, friendly and supportive support team. The ideal candidate will demonstrate a willingness to take an active part in the wider life of the school.

Due to the nature of this role, holiday or other planned absence during term time is not normally permitted.

It is important for the successful candidate to be:

- an effective communicator with children and adults alike
- calm, personable and pleasant
- organised and able to cope with conflicting demands
- trustworthy and reliable

- able to work to a high standard
- able to take initiative when necessary
- able to follow guidance and instructions
- a team player

This is a good opportunity to join an energetic and enthusiastic staff team.

The school operates a no smoking policy.

Equal Opportunities

Goldington Academy is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Academy's Governors to appoint the most suitable candidate from all the candidates offering themselves for appointment.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is subject to Enhanced DBS clearance and satisfactory employment history references.

Applications

Applications for the post should be made on the enclosed form, accompanied by a letter of application and returned, no later than noon on 29 October 2020, to:

The Principal, Goldington Academy, Haylands Way, Bedford, MK41 9BX

Email Applications to:

chisnallk@goldington.beds.sch.uk no later than noon on 29 October 2020.

Please note that we reserve the right to close this vacancy early if sufficient applications are received prior to the advertised closing date

Interviews

Interviews are expected to take place week commencing 2 November 2020.

OFSTED INSPECTION SUMMARY

The academy was formally inspected by Ofsted on 21st June 2016. This is the first short inspection carried out since the school was judged to be good in November 2012. Inspectors attended lessons, spoke with children and staff formally and informally, met with governors and reviewed parent feedback submitted via ParentView.

We are delighted that Her Majesty's Inspector Kim Pigram has confirmed that the school continues to be good, in her post inspection letter of 20th July 2016.

It is pleasing that the achievements of children, staff, parents and governors have been officially recognised and endorsed at the very highest level. We are most grateful for the overwhelming support so many parents give so consistently. The inspectors said,

“Goldington Academy is a very welcoming school where pupils achieve well. Pupils, from the youngest to the eldest, and from varying backgrounds, work together with respect for one another and the staff. Pupils feel a sense of belonging at Goldington Academy and, consequently, they are well placed to learn and achieve.”

In summary, some of the headline statements are as follows:

- Pupils achieve well at Goldington Academy. Since the previous inspection overall standards of attainment have risen in line with national expectations. Moreover, gaps between the achievement of disadvantaged pupils and their classmates are closing rapidly.
- Current school assessment information, and evidence seen on inspection, demonstrates that overall school performance continues to improve.
- Leaders have made improvements to assessment and the curriculum diligently and thoughtfully.
- Where pupils are underperforming or struggling, leaders use the information well to intervene rapidly.
- Pupils and parents appreciate the quality of the education and opportunities that they receive at Goldington. Pupils talk very enthusiastically about their ‘fun’ lessons where they learn well and the array of extra-curricular opportunities which include football, gym, arts and craft, tennis, debating, cheerleading, the school choir, residential trips, day visits and music lessons.
- Most parents are very pleased with the education that their children are receiving and comment on the ‘excellent principal’ and high-quality senior leadership team. Parents also appreciate the communication that they receive, most notably over the potential future changes for the school and what it means for their children.

Safeguarding is effective.

- There is a strong ethos and culture of safeguarding in the school.
- The assistant headteacher, who is the designated safeguarding lead, is tenacious in ensuring that safeguarding is at the forefront of the work that staff undertake.
- Pupils are taught how to stay safe through a well-thought-out curriculum which enables them to understand the risks both online and in their day-to-day life.
- Pupils say that bullying does not happen often but, when it does, it is dealt with well.

Inspection findings (highlights)

- Leaders' and governors' evaluation of the school is accurate and thorough. They use it methodically to check that the school is constantly improving against the priorities identified.
- You have actively sought external validation of your own self-evaluation, most notably through the school's work with the Pilgrim Learning Trust and with a school improvement consultant.
- The proportion of pupils achieving the expected standard and above in reading, writing and mathematics at key stage 2 is similar to the national average. These results have improved since the previous inspection. School information, and the work scrutinised during the inspection, indicates that pupils make good progress during key stage 3, particularly in English and science. This is due to the effective teaching that they receive.
- Governors, led by a conscientious chair of the governing body, are determined that the school will provide the best education for each pupil. They bring a range of expertise to the role and use these skills to challenge and support the senior team over many aspects of the school's work.

JOB DESCRIPTION

JOB TITLE:	Receptionist
RESPONSIBLE TO:	School Business Manager
JOB PURPOSE:	To run the main school reception, dealing with staff and visitors. To provide administrative and clerical support within the school office.

Main duties and responsibilities:

1. To undertake reception duties and deal with general enquiries from visitors, parents, staff and students.
2. To assist in the operation of the school telephone system, responding to callers, taking messages as required and forwarding calls as appropriate.
3. To assist with providing a typing service for the school using Word, Excel, Publisher and PowerPoint as necessary.
4. To help maintain the document filing system.
5. To assist in the photocopying, collation and distribution of correspondence and documents.
6. To assist with pupil welfare including caring for sick pupils and administering first aid as necessary, and supporting those with medical needs.
7. To attend staff training (or to undertake other appropriate duties), on the staff training days each year.
8. To maintain confidentiality at all times in respect of school and personnel related matters and to prevent disclosure of confidential and sensitive information.
9. To take part in any arrangements for performance management that the school may make.
10. To carry out risk assessments, where required, in line with these duties.
11. To undertake any other duties of a similar level and responsibility as may be required.
12. To work safely and bring to the line manager's attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the academy remains a healthy and safe environment for all stakeholders.
13. To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. staff code of conduct and equality policies, and data protection and copyright legislation.

14. To practice and promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description.
15. To be responsible for the safeguarding and promoting the welfare of all children.

PERSON SPECIFICATION

Receptionist

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level with English and Maths at Grades A*-C, or equivalent. 	<ul style="list-style-type: none"> RSA II in Word Processing Current First Aid Certificate
Work Experience	<ul style="list-style-type: none"> Experience in a face to face receptionist role Experience of administrative work Experience of keeping, maintaining and filing records. Experience of Microsoft software e.g. Word, Excel, Publisher, Powerpoint. 	<ul style="list-style-type: none"> Experience of working in a school office. Experience of Capita SIMS software i.e. SIMS.net. Previous experience of working with children.
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> Ability to perform the range of duties on the job description Good communication skills Good interpersonal and organisational skills Ability to work as part of a team and to use own initiative when required Ability to cope with conflicting demands, deadlines and interruptions, whilst maintaining attention to detail and a calm, pleasant manner Works well under pressure Ability to maintain confidentiality at all times Demonstrates trustworthiness and reliability 	

Physical	<ul style="list-style-type: none">• Good general fitness and mobility.• Professional and well presented	
Other	<ul style="list-style-type: none">• Willingness to sometimes adjust working arrangements to meet changed circumstances• Commitment to safeguarding and equality	



Internal use only
Reference no: _____
Date received: _____

Employment Application Form: Support

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post or possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	
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Part 1: Information for Shortlisting and Interviewing

Initials _____ Surname or Family name _____

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

2. Current/Most Recent Employment

Name and address of employer	
Job title Please enclose a copy of the job description, if possible	
Date appointed to current post	
Current salary	
Date available to begin new job	

Internal use only
Reference no: _____
Date received: _____

Internal use only

Reference no: _____

Date received: _____

3. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	F/T or P/T	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

4. Secondary Education and Qualifications (e.g. GCSE)

Name of school/college	From	To	Qualifications gained

5. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application. Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		

6. Other Relevant Experience, Interests and Skills

7. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

Second Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1: Yes No

Reference 2: Yes No

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Part 2

Internal Ref. No. _____

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 13 to 16 if relevant to the job.

8. Personal Information

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of birth	
11. Email address	
12. National Insurance Number	
13. Do you have a current full driving licence?	Yes No
14. Have you ever been subject to a child protection investigation by your employer or any other organisation?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview.
15. Do you require sponsorship (previously a work permit)?	Yes No If YES please provide details under separate cover.
16. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes No If YES give details separately under confidential cover. This will not be opened unless you are called to interview.
17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
18. Where did you see this vacancy advertised?	

9. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

10. Data Protection Act 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

11. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

12. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant: _____

Print Name: _____

Date: _____

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Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic group	Workforce census code		Please tick
	Code	Description	
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		Write in:	
Prefer not to say	REFU		

Sexual orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Write in)	
Prefer not to say	

Disability	Please tick
Do you consider that you have a disability?	
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	