



Receptionist

Application Pack

The Queen Elizabeth Academy,
Atherstone, Warwickshire

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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. The Queen Elizabeth Academy Information

The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

The Queen Elizabeth Academy is a 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. We are lucky to have occupied a brand new purpose built school building since November 2016.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning.

We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, and an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer.

The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a special place.

To find out more, please visit www.tqea.org.uk



The Queen Elizabeth Academy



03. Job Description

Receptionist, Secondary Academy

Our Receptionist values the need to create a good first impression for visitors and values the importance of safeguarding and security at the front of the school.

Key responsibilities are:

- To be able to deal with a wide range of stakeholder queries acting as first point of contact for the school
- To deal with school visitors in a friendly, legally compliant manner
- To have an excellent knowledge of child protection and safeguarding procedures and when and who to refer matters of concern
- To understand the need for confidentiality at all times
- To be able to deal with a wide range of student queries, acting as a first point of support for the school

Specific Requirements

Overview

The Receptionist will:

- know the importance of first impressions when answering the telephone
- know how to competently take and distribute messages
- know how to send block texts, emails and other communications
- know how to receive, disseminate and send out post
- know how to greet, receive and sign in visitors appropriately
- know what is required to maintain the reception area
- know how to deal with parental queries with confidentiality and tact
- know about stock levels for reception stationery supplies
- learn about first aid and student medical conditions

04. Person Specification

Receptionist, Secondary Academy

Skills and knowledge

- Potential leadership and organisational skills
- Ability to work under pressure
- Ability to work independently and with minimum supervision
- Ability to multi-task and deal with interruptions
- Ability to work as part of a team
- Excellent communication and written skills
- Excellent interpersonal and organisational skills
- High capability, when using Microsoft office programs
- Competent in the use of office equipment and IT packages
- Knowledge of school policies, systems, procedures and protocols and services provided
- Able to plan, prioritise and organise own work
- Can solve problems and can exercise initiative and independent action

Other requirements

- Suitability to work with children
- Committed to safeguarding and promoting the welfare of children and young people
- Committed to making a difference to the lives of young people
- Ability to relate to and promote the ethos of the school
- Calm, purposeful approach
- Self-motivated and enthusiastic
- Willingness to be involved in the 'life' of the school
- Able to maintain a good work/life balance for themselves and others
- Discrete and aware of issues of confidentiality
- To have good attendance and punctuality records
- To be willing to undertake further professional development

Qualifications and training

A range of high quality qualifications (including English and Maths)

Experience

Previous experience in a similar field and understanding of working in a school context and knowledge of school administration would be desirable but training will be given to the successful applicant.



05. How to apply

The Queen Elizabeth Academy,
Witherley Road, Atherstone, Warwickshire

Salary:

Scale 4-6

Term time 39 weeks per year, 37 hours per week

FTE £18,426 - £19,171

Actual salary £15,474 - £16,099

Closing date:

Midday, Monday 11th November 2019

Interviews:

During the week of the closing date

Start Date:

Ideally Monday 18th November 2019 or as soon as possible after that date

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01827 712477.

Applying

Please apply by:

Emailing info@tgea.org.uk for details of our application process.

Forward as one. Improving Education Together.

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