



Co-op Academy
Walkden



Application Pack

Administrator / Receptionist

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Welcome from the Principal

Dear Colleague

Thank you for your interest in the role of Administrator / Receptionist at Co-op Academy Walkden.

Co-op Academy Walkden is at an exciting stage of its development. We have a clear vision for the future, which is to be an outstanding learning community that is safe, ambitious and inclusive for all students. The children of Walkden and the surrounding areas deserve an education that is second to none at an academy that both they and the wider community are proud to call their own. Through their experience at Co-op Academy Walkden, students will have enhanced chances and opportunities for success in their next steps in life. As a Administrator / Receptionist, you will play a pivotal role in realising this vision and shaping the future of the Academy.

The Academy building was opened in September 2011 and is a beautiful, modern facility with a wide range of versatile learning spaces. We want committed, hard-working and dynamic staff, who can deliver a curriculum and quality teaching and learning experiences for all students, which capitalise on the fantastic facilities we have.

I hope that you find all the information you need in the application pack. If you would like to arrange a visit to see the Academy in action, please contact Mrs Lisa Cooper at cooper.l@walkdenhigh.co.uk

If you choose to apply, please submit your form, along with a letter of application of no more than two sides of A4, outlining your qualities and how your experience and ambition, makes you the person for the job.

I look forward to receiving your application and wish you the best of luck.

Yours sincerely

M Hacker
Principal

What makes our Academy amazing?

- We love recognising our pupils' successes, not just through our rewards system but also through acknowledgement and respectful recognition for those students going above and beyond expectation every single day.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
 - Los Angeles (Media Studies trip)
 - Sorrento, Italy (Ancient History trip)
 - Villa Real (Football Tour)
 - New York (Business & ICT trip)
 - Chateau du Broutel (Y7 French trip)
 - Montgenvre, France (Ski trip) -

Our pupils give back to their community

- Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
- Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
- Our pupils raise huge amounts every year for a whole Academy charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
- Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
- Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.

Job Advertisement

Administrator / Receptionist

Salary Band: 1B Points 3-4

Contract: Permanent

Hours: 35 per week, Term Time only + 5 days
Working hours: 8.15 - 3.45pm Mon - Fri

Actual salary - £15,617 - £15,929

Start date: ASAP

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 5th September 2021

Applications: must be on our application form: please visit our website <https://walkden.coopacademies.co.uk> for an application form and return your completed form via email cooper.l@walkdenhigh.co.uk or post to:

Lisa Cooper
Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

Applications are invited from enthusiastic and committed individuals with the highest ability gained from experience in similar roles.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

Co-op Academies Trust is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website www.walkden.uk.com, or by e-mail to cooper.l@walkdenhigh.co.uk

Note to applicants: Please show in your application form, how you best meet these requirement

Job Description and Person Specification

Salary Grade: 1B

Actual salary - £15617 - £15,929

(Permanent and Term Time Only + 5 days)

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JOB DETAILS:

Job Title: Administrator / Receptionist

Hours of Duty: 35 hours per week (8.15 - 3.45)

Summary of the role:

- Provide reception support for the Academy by being the first point of contact receiving visitors, staff and pupils to the Academy.
- Provide administration support to the Academy's Student Services function and as cover for First Aid (training to be provided if required).

Main Duties and Responsibilities/Accountabilities:

1. Reception

- To commit to safeguarding and promoting the welfare of children, young people and vulnerable adults in accordance with Academy policies
- To be responsible for the signing in and out / monitoring the entry of all persons / visitors to the Academy at the main entrance checking DBS details where appropriate ensuring an appropriate form of identification is given to all visitors
- Greet all visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner or what is necessary, referring queries to the relevant person
- Answering incoming calls, transferring calls to the relevant staff and taking any necessary messages and passing them on to the person concerned also ensuring any urgent messages are relayed to pupils and staff efficiently and in a confidential manner
- Ensuring a register is kept of pupils arriving or leaving the building outside of normal registration periods and update SIMS accordingly
- Receive changes of details from parents and pupils and action on SIMS
- Receive and distribute post and parcels in a timely manner
- Work with student ambassador in ensuring messages are successfully delivered to the appropriate people during the Academy day
- To receive and send emails, text messages and faxes and forward appropriately

2. Administration

- Collate and distribute newsletters, policy documents, worksheets etc as necessary
- Word process letters and documents
- Complete miscellaneous duties with regard to the Academy functions, including sending out invitations, tickets and dealing with the sale of such to pupils, parents and visitors
- Process admission forms, collecting and checking pupil files and redirecting them appropriately
- Complete any other duties as required of the Principal and other delegated persons of responsibility
- Reprographics / laminating
- Student services / dealing day to day with students

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.

Person Specification - Administrator / Receptionist

CRITERIA	E/D
Attributes	
Qualifications <ul style="list-style-type: none"> • Relevant business administration qualification or equivalent experience • Excellent numeracy and literacy skills • Commitment to continuing personal professional development • Ability to maintain records and files 	 E E E E
Experience	
<ul style="list-style-type: none"> • Administration / Reception experience in a educational establishment • Experience of the development, management and operation of administrative systems • Word processing skills • A comprehensive basic knowledge of office equipment • A working knowledge of Schools Management Information Systems (SIMS) 	 E E E E E
Skills, Abilities & Knowledge	
<ul style="list-style-type: none"> • The ability to communicate effectively with a wide range of people, including children, staff, parents, governors & external agencies and maintain full confidentiality at all times • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure • A warm and welcoming manner • The ability to manage self and time well • A positive approach to self improvement • Ability to give advice and instruction in a helpful and professional manner • Able to work as part of a team 	 E E E E E E

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

