



Administrator
(Responsible for Reprographics and Reception Cover)
Part Time - 0.6fte
Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

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Twitter: www.twitter.com/BridgeAcademyE2

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Friday 27th January 2023.**

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

All appointments will be subject to the necessary safeguarding checks, which include:

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link:

<https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

Optical Expenses

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose-built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.

- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events: Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

Post Title:	Administrator (Responsible for Reprographics and Reception Cover) 0.6fte, Part Time
Reporting to:	Office Manager
Scale Point Range:	19 - 23
Working Pattern:	Term time plus 1 additional week during non-term time per academic year.
Working Hours:	18 hours per week, during term time: 8:00am - 14:00pm, on Wednesdays, Thursdays and Fridays.

Job purpose

To providing administrative support as part of the Administration Team and the role includes the running of the reprographics service and covering reception as and when required.

Key Tasks

Reprographics

- Check, manage and prioritise email and hardcopy paper requests.
- Produce high quality materials for internal and external audiences.
- Liaise with external companies in regards to the maintenance and servicing of machines.
- Ensure that the machines are fully stocked and that consumables are ordered, ensuring value for money.
- Undertake all photocopying, laminating, binding and booklet production.
- Produce any leaflets, newsletters, publicity materials as required.

Administrative duties

- Work as part of the Administration team providing support and cover within the team during absences or heavy work periods.
- Carry out regular admin tasks as directed.
- Maintain the stock of stationery for the canteen shop.
- Issue lockers to staff.

- Assist with the handling and distribution of all incoming and outgoing post into staff pigeon holes.
- Assist with all large or whole school mail outs, ensuring that they are sent out on time and to the required standards of presentation.
- Provide reprographics administrative assistance to support internal and external school exams.
- Collation of information and production of information.
- Documents being produced should comply with company standards e.g. Newsletter, Bulletin, reports.
- Updating of various databases and production of graphs, statistics for reports, stickers.

Reception

- At the agreed times, welcome visitors to the Academy, ensuring that all security procedures are followed through the signing in process.
- Deal with personal and telephone enquiries from all visitors including students, parents, prospective parents and the general public.
- Ensure that the Reception area is kept clean and tidy at all times.
- Communicating messages in good time.

Other

- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy as required by the Office Manager.
- Instruct staff in the use of the reprographics equipment as necessary.
- Attend all team development activities, meetings and contribute ideas towards the improvement of the service provided.

JOB SPECIFICATION

Qualifications & Experience	<ul style="list-style-type: none"> • Literate & numerate, GCSE Grade C English & Maths minimum. • Experience in an administrative role. • Customer Service Skills, particularly in relation to conversing with parents and students while covering reception. • Experience of working in a busy office environment.
Knowledge & Skills	<ul style="list-style-type: none"> • Proficient level of computer literacy including experience and knowledge of MS Office including Excel, Word, PowerPoint and willing to learning in-house programmes including SIMS. (School Information Management System) • High level of attention to detail and accuracy. • Be prepared to work physically (clearing photocopier blockages, lifting paper etc.) • Able to communicate and liaise with other staff members, external companies and school community.
Personal Qualities and Characteristics	<ul style="list-style-type: none"> • Efficient and organised. • Ability to multi task and process large volumes of work quickly, while remaining professional at all times. • Ability to prioritise and effectively manage the workload accordingly. • Proactive and able to contribute ideas to the improvement of the teams work.

Administrator (Responsible for Reprographics and Reception Cover)

0.6fte, Part Time

Job start: Immediate upon the completion of the pre-employment checks process.
Scale Point Range: 19 - 23
Annual Salary Range: Pro Rata: £10,628 - £11,839 (FTE: £25,373 - £28,262)
Working Pattern: Term time plus 1 additional week during non-term time per academic year.
Location: South Hackney

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

We are seeking to appoint a part time Administrator (Responsible for Reprographics and Reception Cover), who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will be responsible for:

- The Reprographics Department: you will be the lead person dealing with high volumes of requests from staff. You must be able to prioritise your tasks and the workload, so that you are ready for the peak times throughout the course of the academic year.
- Reception, front desk and switchboard cover as and when required: providing a friendly and effective service to our daily influx of visitors, parents and students.
- General administrative duties as outlined in the Job Description.

You will have:

- Excellent communication/customer service skills.
- Previous administrative experience in a busy office environment.
- A high level of attention to detail and accuracy.
- Proficiency in Microsoft Office packages.
- The ability to multi task and process large volumes of work quickly, while remaining professional at all times.

This position is term time, plus one additional week during non-term time. The days of work will ideally be Wednesdays, Thursdays and Fridays from 8:00am - 14:00pm. This role is a job share with another person who will be working 2 days per week on Mondays and Tuesdays.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application form via TES [here](#). Please ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 27th January 2023.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.