



# new wave federation

APPLICATION PACK  
RECEPTIONIST



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## Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Receptionist at the New Wave Federation. This position is based at Shacklewell Primary School.

The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston, Woodberry Down Community Primary School based in Manor House & Thomas Fairchild Primary School based in Hoxton. The New Wave Federation was created in April 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more, we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415.**

We are looking for a confident, organised, well presented, highly motivated and flexible Receptionist to join our busy Administration team. The role includes managing our busy reception, and providing general clerical/admin support, including leading on parent queries, managing uniform sales and the schools entry system. As a key player in the effectiveness of the school, you will welcome all visitors to the school and manage the schools email account. Experience in operating Bromcom is also desirable. Your communication skills will enable you to build a friendly and professional relationship with staff, pupils and parents.

The successful applicant will work in close collaboration with the Headteacher and the Senior Leadership Team.

We can offer you schools which are popular and well resourced, have a friendly and dedicated staff with good opportunities for development.

Our schools are vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



**Mrs Nicole Reid**  
Executive Headteacher



## About our Schools



### Grazebrook Primary School - OFSTED 2023

Leaders have created a calm and orderly environment in which pupils flourish. Pupils readily take ownership of demonstrating and living out the school values of kindness, focus, creativity, responsibility and collaboration. This can be seen throughout the school. The Grazebrook 'passport' aims to support pupils to develop as active citizens and enhance their understanding of the world around them. Pupils are proud to take part in charity work because they want to improve the lives of their wider community. The curriculum is highly ambitious and broad for all, including those with special educational needs and/or disabilities (SEND). Leaders ensure that all pupils are able to fully follow the curriculum. Pupils show real enjoyment and delight in learning new ideas and engaging with different experiences. Pupils achieve highly across the curriculum. Extremely strong outcomes in national assessments help to exemplify the strength of the curriculum and how well it is delivered.

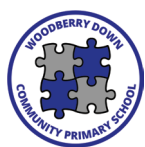
**At its most recent OFSTED inspection (November 2023) it was reported that the school is an Outstanding school.**



### Shacklewell Primary School - OFSTED 2019

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

**At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.**



### Woodberry Down Community Primary School - OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

**At its most recent OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.**



thomas  
fairchild  
community  
school

### Thomas Fairchild - OFSTED 2023

Pupils are proud of their school and enjoy their learning. Leaders have created a safe environment in which pupils can achieve their best. Children in early years have settled in quickly and they are ready to learn. Being responsible is one of the school values, and pupils keenly put this into action. For example, the pupil council has worked with leaders to improve the school lunch menu. Leaders and staff are committed to providing pupils with the best possible start to their education. They have created a stimulating learning environment in early years, where children thrive academically and socially. Pupils learn a broad range of subjects throughout school. Leaders have thought carefully about the key knowledge and skills they want pupils to know and remember. Pupils are keen to be reading ambassadors so that they can be involved in choosing books for the school.

**At its most recent OFSTED inspection (September 2023) it was reported that the school is a Good school.**

## Job Description

<b>Post Title:</b>	Receptionist
<b>Responsible to:</b>	Headteacher / School Business Manager / Executive Headteacher
<b>Accountable to:</b>	New Wave Federation Governing Board
<b>Salary:</b>	Scale 4 (7-10) £29,412.00 - £30,771.00 pro-rata term time only.
<b>Responsibilities:</b>	Under instruction / guidance of senior staff: provide receptionist, administrative and financial support to the school.

## Job Summary

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid, welfare duties and liaising with parents and staff. Inputting new starters, and in year transfers.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- Ordering office supplies, toners, first aid supplies and uniform.

## Main Duties

### Administration

- Provide general clerical/admin support e.g. photocopying, filling, faxing, complete standard forms, respond to routine correspondence.
- Maintain the manual and computerised records management information systems.
- Organise repairs to copiers and office equipment.
- Responsible for all post incoming/outgoing.
- Distributing letters.
- Assisting with Bromcom, Breakfast Club and After School Club collection payments.
- Produce lists/information/data as required e.g. pupil's data.
- Undertake typing and word processing and other IT based tasks.
- Undertake administrative procedures including the schools admin email account.

### Resources

- Operate relevant equipment / ICT packages (e.g. Word, Excel, Databases, and Internet).
- Maintain stock and supplies of uniform supplies and access entry cards.
- Operate the sale of uniform within the school.
- Provide general advice and guidance to staff and record pupils and others.
- Maintain the Entry Sign system access / entry and record pupils absences and accidents.
- Assist in maintaining Bromcom.

### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## General Duties

- The post holder must at all times carry out their responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



## Person Specification

<b>Qualifications</b>	NVQ level 2 or equivalent qualification or experience in relevant discipline
<b>Experience</b>	General clerical/administrative/financial work
<b>Knowledge</b>	Knowledge of First aid
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation
<b>Knowledge</b>	Good numeracy/literacy skills
	Effective use of ICT packages
	Use of relevant equipment/resources
	Good keyboard skills
	Ability to relate well to children and adults
	Ability to identify own training and development needs and cooperate with means to address these
	Displays the commitment to the protection and safeguarding of children and young people
<b>Special Conditions and General</b>	Strong commitment to furthering equalities in both service delivery and employment practice



## Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 19<sup>th</sup> January 2024**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion. Interviews will be held on **Monday 29<sup>th</sup> January 2024**.

If you have any queries or require any further information, please contact **Ms Alia Choudhry on 020 7254 1415** or email **[achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)**

We look forward to receiving your application.



## Grazebrook Primary School

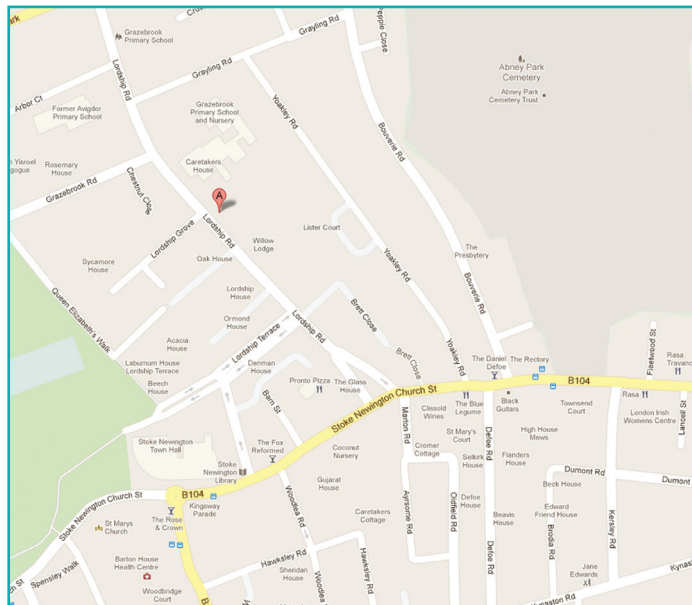
Lordship Road, London N16 0QP

Tel: 020 8802 4051

Fax: 020 8442 5202

E-mail: [GBOffice@newwavefederation.co.uk](mailto:GBOffice@newwavefederation.co.uk)

Web: [www.grazebrook.hackney.sch.uk](http://www.grazebrook.hackney.sch.uk)



## Shacklewell Primary School

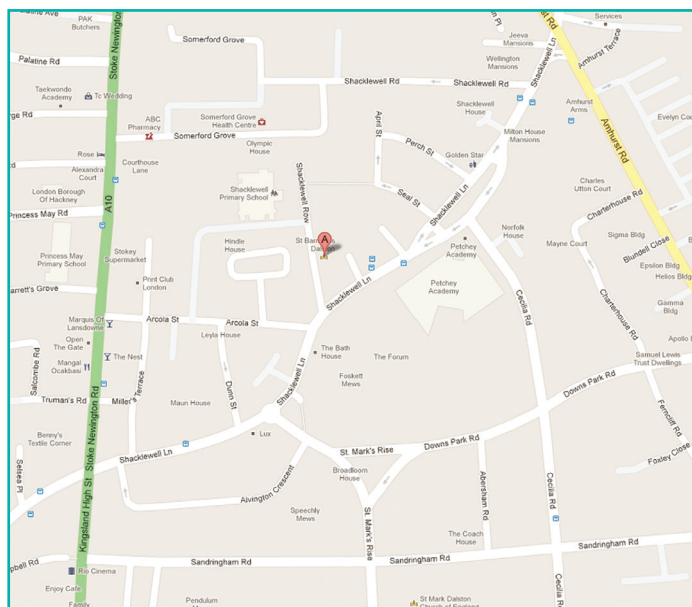
Shacklewell Row, London E8 2EA

Telephone: 020 7254 1415

Fax: 020 7254 1151

E-mail: [SWOoffice@newwavefederation.co.uk](mailto:SWOoffice@newwavefederation.co.uk)

Web: [www.shacklewell.hackney.sch.uk](http://www.shacklewell.hackney.sch.uk)





## Woodberry Down Community Primary School

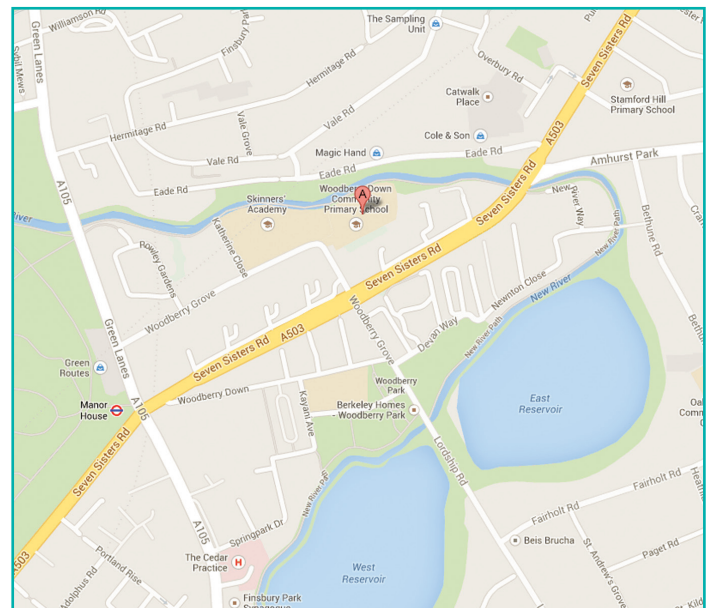
Woodberry Grove, London N4 1SY

Telephone: 020 8800 5758

Fax: 020 8211 0029

E-mail: [WDOoffice@newwavefederation.co.uk](mailto:WDOoffice@newwavefederation.co.uk)

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thomas  
fairchild  
community  
school

## Thomas Fairchild Community School

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