



## **CANDIDATE INFORMATION PACK**

**Receptionist (PM)**



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Dear Applicant,

**Our Vision:**

“Be the best you can’ this is what we ask of our pupils and staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and appointed a new Principal in September 2020 to ensure that this objective is realised. The recruitment of an experienced and highly organised **Receptionist**, to provide a first class reception service in the afternoon, is crucial to the success of this journey.

**About You:**

- You have excellent interpersonal skills and a commitment to fulfilling your role to the best of your ability
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

**Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.

**Be Cooperative** - We will work in partnership with others to achieve our goals.

**Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.

**Be Kind** - We will be generous with our time and resources; we will show empathy.

**Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.

**Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## Annual Salaries

We offer competitive salaries for both Teaching and Support staff, (Inner London Weighting) including recruitment and retention allowances, in some cases.

## 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.

## 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.

## Staff Wellbeing

Regular guided mindfulness meditation takes place accessed remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact well being.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

## Cycle Scheme

The Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a term of 12 months.

## TechScheme

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

## JOB DESCRIPTION

<b>Post:</b>	Receptionist
<b>Grade:</b>	Scale 4 (Spine Point Range 18 - 21) £23,590 to £25,387 (FTE) <b>£20,687 to £21,485 (pro-rata)</b>
<b>Hours:</b>	Part time, 22.5 hours per week, Monday - Friday, 12:30pm - 5pm Term time only (39 weeks per year)
<b>Responsible for:</b>	Academy Reception and administrative support
<b>Responsible to:</b>	Office Manager

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### Job summary

To provide a first class reception service for the Academy and to support the Office Manager in the provision of a high quality central administrative service.

### Principal Accountabilities:

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To provide reception duties and ensure cover is available when necessary.
- To act as first point of contact for enquiries from visitors, pupils, parents, staff and governors.
- To operate the Academy's main telephone system including taking and delivering messages, transferring calls (as appropriate) and contacting parents or other agencies as directed.
- To use the electronic entry system for Academy gates, enabling access for parents, students and visitors to the Academy premises.
- To keep an up to date log of visitors, telephone calls and relevant Academy business.
- To ensure visitors are provided with a visitor's badge and provided with relevant access.
- To keep staff and pupil texting system up to date and text parents at the direction of the Office Manager.
- To monitor the enquiries and administrative email account and respond to, or forward, messages as appropriate
- To provide administrative support as directed including word processing and parental contact as appropriate
- To carry out administrative duties as instructed by the Office Manager.
- Any other duties as may be required by the Academy.

### Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

### **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate.
- Attend staff meetings.
- Participate in staff training and development.
- Adopting Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

### **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

### Person Specification

**Job Title:** Receptionist (PM)

	Essential	Desirable
<b>Qualifications</b>		
Five GCSE A*-C, including English & Maths		✓
<b>Experience and ICT skills</b>		
Experience of using Microsoft Office Suite	✓	
Experience of managing computerised databases, such as SIMS, Serco		✓
General office experience, including answering phones, and dealing with a range of administrative tasks at the same time	✓	
Experience of dealing effectively with the general public	✓	
Experience of working with a range of administrative systems		✓
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent written and oral communication skills at all levels	✓	
Ability to work under pressure while maintaining a positive and professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload, and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students and parents	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
<b>Administrative</b>		
Experience of using administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for giving relevant information effectively	✓	
<b>Relations</b>		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relationships with staff, pupils and the wider Academy community	✓	



## Receptionist (PM)

**Salary: Scale 4 (Spine Point Range 18 - 21)  
£23,590 to £25,387 FTE (£20,687 - £21,485 pro-rata)**

**Contract Type: Permanent, Term Time only  
Required: Immediate Start  
Location: North Hackney**

We are seeking to appoint an experienced Receptionist to provide a first class reception service in the afternoon.

### **Our Vision:**

“Be the best you can’ this is what we ask of our pupils and staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

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- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development.
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Please note this post allows substantial access to children, therefore the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

To apply, please send a completed application form and monitoring form to: [recruitment@skinersacademy.org.uk](mailto:recruitment@skinersacademy.org.uk)

Please note that we do not accept CVs.

**The closing date for applications is 9am on Friday 12<sup>th</sup> March 2021  
Interviews will be held w/c 15<sup>th</sup> March 2021**