



# **Receptionist/Administrator (Part Time) 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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Dear Applicant,

Thank you for requesting an Information Pack for the post of **Receptionist/Administrator (Part Time)**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on 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 again for your interest in this post and we look forward to receiving your application by **9:00am on Wednesday 27<sup>th</sup> February 2019**. Please return the application documentation to Priscilla Agyare, Human Resources Manager via email at: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk)

Yours faithfully,



Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

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 stay 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.

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

## 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 for both Teaching & Support staff, (Inner London Weighting) 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.

### Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets\*
- 25% off selected theatre and music productions\*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

\*Subject to availability. A maximum of 2 tickets can be purchased per booking.

### Cycle Scheme

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

Our 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 set 12 month period.

### **Optical Expenses**

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Gift Vouchers for 100% Attendance**

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning £100 worth of vouchers from top stores.

### **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

- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf 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

Job Title:	Receptionist/Administrator (Part Time)
Reporting to:	Office Manager
Salary Scale Range:	Point 21 - 25
Contract Details:	Permanent. Term-time only: 39 weeks per academic year.
Working Hours:	17.5 hours per week, 1.30pm - 5pm, Monday - Friday.

### Job Purpose

The Receptionist / Administrator will take responsibility for the front desk management, visitor management, switchboard operating, and general administrative tasks requested by the Office Manager.

### Key Responsibilities

#### 1. Organisation, Reception - Front Desk Management

- Undertake reception duties; answering telephone calls, dealing with enquiries from parents/prospective parents, teachers, students, the general public and signing in all visitors.

#### 2. Administration

- Support with administrative tasks including sending communications to parents as delegated by the Office Manager.
- Use the online system to issue visitor badges and inform staff of visitors.
- Disclosure and Barring Services (DBS) and ID checking of all visitors in line with Child Protection Process.
- Provide routine clerical support e.g. filing, emailing and completing routine forms.
- Typing, word-processing, and other IT based tasks, including the production of documents to company standards.
- Receive/despatch, sort/distribute, frank and organise special/recorded delivery of mail.
- Receive items of property/lunch for students to collect.
- Organise meetings on behalf of the Office Manager or Finance and Resources Director.
- Create and complete various logs.
- Report any issues to the Senior Leadership Team and Facilities, e.g. student related issues, maintenance, cleaning etc.
- Store confiscated mobile phones and ensure they are signed out by a parent/next of kin when collected.
- Keep the reception area tidy.



- Prepare labels and signing in sheets for Drop Down Days.
- Prepare paperwork for parent evenings.
- Update various databases e.g. catering log, etc.
- Use SIMS to run reports into excel and carry out mail merges with this information ensuring that the correct information is going to each student.

### **3. Resources**

- Undertake tasks in relation to the reproduction of information, reports and booklets, for a range of audiences including photocopying.
- Support the Administration Team with the production of any correspondence, newsletters as required by the Office Manager.

### **4. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Office Manager.
- Contribute to the overall ethos of the Academy.
- Participate in training and other learning activities and performance development as required.
- Deliver First Aid as and when required.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy.

## JOB SPECIFICATION

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Literate &amp; numerate, GCSE Grade C English and Maths minimum.</li> <li>• Post 16 vocational or academic qualifications.</li> <li>• 1 - 3 years' experience of working in a busy reception role.</li> <li>• Experience of working in a school environment desirable but not essential</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in Word, Excel, PowerPoint, Publisher and Outlook.</li> <li>• Excellent communication and literacy skills.</li> <li>• Ability to produce high quality documents within time scales set.</li> <li>• Ability to build and maintain excellent working relationships.</li> <li>• An understanding of and commitment to equal opportunities, data protection and Child Protection.</li> <li>• Knowledge of SIMS.</li> </ul>
<b>Personal Qualities and Characteristics</b>	<ul style="list-style-type: none"> <li>• Efficient, organised and flexible.</li> <li>• Able to maintain confidentiality and discretion at all times.</li> <li>• Ability to multi task and attend to large volumes of visitors quickly and professionally.</li> <li>• Ability to work under pressure and work independently.</li> <li>• Ability to negotiate deadlines with the Office Manager regarding tasks.</li> <li>• Ability to develop self within the role.</li> <li>• A keen eye for detail and accuracy in regards to all documents produced.</li> </ul>

## Receptionist/Administrator (Part Time)

**Dates:** Apply by 9:00am on Wednesday 27<sup>th</sup> February 2019  
**Job start:** March 2019  
**Location:** South Hackney  
**Salary Point Range:** 21 - 25  
**Annual Salary Range:** £9,681 (FTE: £24,377) - £10,717 (FTE: £26,986)  
**Hours:** 17.5 hours per week, 1:30pm – 5:00pm, Mondays to Fridays  
**Contract Term:** Permanent

*‘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 in the top 10% nationally for both GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor’s award.

### Why choose us?

- Excellent student behaviour.
- An Achievement-oriented culture where all students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no ‘late night culture’.

We are seeking an experienced Part Time Receptionist/Administrator, 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 University or equivalent, thrive in their chosen field and live a great life.

The successful candidate will manage our reception, front desk and switchboard, and provide a friendly and effective service to our daily influx of visitors, parents and students. This role will also involve day to day administration duties as directed by the Office Manager.

## Do you have?

- Education to a minimum standard of GCSE Grade A-C in Mathematics and English or equivalent?
- 1-3 years' experience of working within a busy reception role?
- Excellent communication and literacy skills?
- Proficiency in Word, Excel, PowerPoint, Publisher, Outlook?

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 download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 27<sup>th</sup> February 2019.**

**The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**