

Receptionist (Part-time)

22.5 hours per week: 39 weeks a year

Monday to Friday 08:00 – 12:30

Remuneration: Grade D: Pts 3 – 4 FTE £22,737 - £23,114/Actual £11,825 - £12,021

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people.
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone.
- Have excellent attention to detail.
- Be able to demonstrate that they meet the requirements set out in the person specification.
- Be required to undergo an enhanced DBS disclosure check.

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students. Due to this collaborative way of working, travel to other trust schools may be required and associated business insurance needed.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply: All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin
E: hr@huxlow.northants.sch.uk T:01933 650496

Closing date: 09.00 am Wednesday 31st January 2024

Applications may be reviewed and shortlisted as they are received. Please apply early to avoid disappointment.

Interview date: TBC

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School. KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Receptionist

Job Description

Role:	Receptionist
Reports to:	PA to the Headteacher/Administration Manager
Location:	Huxlow Academy
Contract:	22.5 hours per week/39 weeks per year/ Monday to Friday 08:00 – 12:30
Remuneration:	Grade D: Points 3-4 FTE £22,737 - £23,114/Actual £11,825 - £12,021

Job Context

Huxlow Academy is a secondary school located in the East of the county of Northamptonshire. The school has 110 staff and 950 students.

Key responsibilities

- To act as a first point of contact for visitors to the Academy
- To provide information and direct visitors in a courteous and professional manner
- Manage enquiries to the Academy, including the Enquiries email account

Specific Responsibilities

- Welcome visitors, provide them with necessary information and direct them to the appropriate person or location.
- Monitor visitors, implement visitor sign-in procedures and ensure the security of the school premises by following safeguarding procedures.
- Handle incoming phone calls, provide information, take messages and direct calls to the relevant staff members.
- Respond to enquiries from parents/carers, students and the public, providing assistance and resolving issues whenever possible.
- Assist with various administrative tasks, such as handling correspondence, filing documents, managing mail, and maintaining student records.
- Act as a liaison between students, parents, staff and administration, facilitating communication and ensuring smooth operations within the school.
- To take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient
- Handle sensitive information, such as student records and personal details which must maintain strict confidentiality.
- To oversee 'lost property'
- Order and maintain office supplies, such as stationery, forms, and other materials.
- Arrange room facilities for meetings and minibus bookings as required.
- Carry out fire drill procedures in accordance with Academy policy.
- To be responsible for incoming and out-going post and monitor general office email account
- Ensure the post is franked and taken to post office/box at the end of the day.
- Maintain reception area to present a safe and professional space.

- Support general administration tasks as requested by the Headteacher's PA and Administration Manager.

General

- Contribute to the whole Academy ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues, and act as an ambassador for the Academy with a desire to raise standards and attainment.
- Build and maintain positive and constructive relationships with students, parents, carers and colleagues to maximise students' development and maintaining the overall ethos of the Academy.
- Always maintain confidentiality.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.
- Arrange and provide training sessions for staff and budget holders on financial processes and systems.
- Attend training sessions and meetings as required.
- Undertake other duties as reasonably requested by senior colleagues commensurate with pay and responsibility of the role.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonable be expected within the scope and grading of the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Receptionist

Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Willing to undertake all relevant training as requested	*	
EXPERIENCE		
At least 3 years' Reception experience.		*
Previous experience working on a school reception.		*
Customer service experience.	*	
Experience operating a telephone switchboard.	*	
COMPETENCIES		
Punctual and reliable.	*	
Ability to work on own initiative.	*	
Ability to work flexible hours on an ad hoc basis.	*	
Excellent communication and customer service skills.	*	
Competent with administrative procedures.	*	
Demonstrable attention to detail	*	
Professional and confidential.	*	
Good problem solving skills.	*	
Excellent interpersonal skills.	*	
Intermediate skills in Microsoft Office packages including Word, Excel and Outlook, Powerpoint.	*	
Advanced skills in Microsoft Office packages including Word, Excel and Outlook, Powerpoint.		*
Knowledge of SIMS software.		*
Ability to work well under pressure.	*	
Ability to comply with written policies, procedures and verbal instructions.	*	
Ability to comply with all Health and Safety Procedures.	*	
Is committed to and meets all the requirements for safeguarding children.	*	

Why Join Huxlow Academy?

Letter from the Headteacher

Thank you for your interest in the role of Receptionist at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

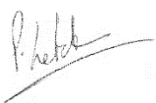
We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Office 365, Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch
Headteacher

Huxlow Academy Information

The Curriculum

Our Key Stage 4 programme aims to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our
Key



Stage 4 programme is extended over 3

years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit www.tenconline.co.uk for more details.



Huxlow Academy Information

Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



We also offer many highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.
- Cornwall
- London

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.

