



MEDEN SCHOOL
A TORCH ACADEMY

Job Application Pack

Receptionist/Admin Assistant

APT & C Scale 2 £12809 - £13427

Term time only 37 hours per week

Closing Date: Thursday 12th February at 9.00 am



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here. On behalf of the whole Meden School Community, I extend you a very warm welcome.

I am really proud to be the Head of a vibrant school where students work positively with their teachers and take advantage of the numerous opportunities to develop their talents and aspirations.

Central to our vision are exciting, engaging and inspiring lessons. The staff at Meden work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed.

Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

We know that Meden School can be even better. Over the next few years we will continue to transform the school so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our school community.

Janet Brashaw
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Our Trust started partnership work with Meden in 2010. Meden has experienced challenges in recent times and we were invited to lead the long-term transformation of the school.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust



Application Details

Thank you for your interest in the Receptionist/Admin Assistant vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

The Post

We are looking for an experienced, enthusiastic and professional person to work in our brand new reception facility (completed in January 2015) with our other full time receptionist. You should be able to demonstrate excellent communication skills, a good standard of IT knowledge and a high level of customer care and flexibility is essential for this post. The main duties would include reception duties and other clerical duties including communication for exclusions and detentions.

The post is a fixed term temporary post to cover a maternity leave and is expected to last for 1 year. The post is expected to commence on 13th April 2015 but there may be flexibility within this. The hours are negotiable and can be worked with the other receptionist and in agreement with the Strategy Manager but we would expect reception to be covered from 7.30 – 4.30 p.m Monday to Thursday and 7.30 – 4.00 p.m. on a Friday with half an hours unpaid lunch per day and a 15 minute paid break time.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mrs. Brashaw, which clearly demonstrates your suitability for this role. Applications can be submitted via email to jjewsbury@medenschool.co.uk or by post, for the attention of Mrs. Brashaw, to the following address:

Meden School
Burns Lane
Warsop
Notts
NG20 0QN

Application forms

These can be downloaded from the school website www.medenschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9 a.m. on the closing date of Thursday 12 February 2015.

Interview

Interviews for the role will be held on Tuesday 24th February. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Name of Post holder:

Department: Admin Support

Post: School Receptionist

Date of Issue: January 2015

Responsible to: Strategy Support Manager

Scale: 2 Pt 11 – 13

This job description identifies our expectations of support staff at Meden School. Full details of contractual obligations and conditions of service are available in the local authority Manual of Personnel Guidance.

Detailed information on hours of work and leave entitlement are contained in your contract of employment. In general, support staff are required to work a 37 hour week (or pro rata) and arrangements for lunch breaks, start and finish times are by agreement with the Strategy Support Manager. Annual leave and public holiday entitlements are as stated in your contract and all applications for leave should be approved by the Strategy Support Manager.

You are required to carry out your duties in line with the stated ethos and principles of the school.

Directed time:

This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

PART A

General Responsibilities

1. To promote the corporate image of the school and high standards of behavior and courtesy among pupils.
2. To communicate effectively with the public and wider community and provide effective support for teaching staff and pupils.
3. To promote and support implementation of the school's aims, policies and values.
4. To work flexibly as part of the support staff team to contribute to the smooth operation of the school.
5. To use the Trust standard computer hardware and software packages where appropriate.
6. To commit to safeguard and promote the welfare of children and young people.

PART B

Specific Responsibilities:

The particular responsibilities of this post are:

- general reception duties, including acting as a first point of contact for visitors, operating the school's visitor registration system, telephone switchboard duties, pupil and staff enquiries;
- processing incoming and outgoing post, including use of the fax and franking machines;
- assistance with word processing work as required;
- distribution of internal mail/communications;
- administration of free school meals and liaison with Education Catering;
- manage the stock of office stationery including distribution and stock replenishment;
- general filing duties.

2 In common with other members of the school's support staff, the post holder will also be expected:

- to liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required;
- to attend support team, staff and other meetings as required;
- to work actively to secure continuing development through participating in the school's training programme;
- to undertake other duties as may reasonably be required by the Head of School.

PART C (IF APPLICABLE)

POLICY RELATING TO THE PERFORMANCE MANAGEMENT PROCESS:

In addition to agreed responsibilities, in the context of the school's Performance Management Policy, the postholder will liaise with team members and contribute to the following:

A Set Objectives

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Gain an understanding of levels of achievement required to achieve overall school targets and aspirations;
- Agree and record specific objectives according to the school's established documentation framework;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

B Monitor progress towards objectives

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;
- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

C Review progress in relation to objectives

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;
- Within the agreed school procedures, make any necessary communications in relation to performance related pay.

D Review and develop the Performance Management process and practice

- Take part in the monitoring and review of the Performance Management process within the school with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

Person Specification:

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Attainment of GCSE's or equivalent (educated to level 2 standard) to include English and maths 	<ul style="list-style-type: none"> • A qualification in Customer Care
Experience	<ul style="list-style-type: none"> • Minimum of 2 years practical experience of working on a busy reception. • Practical experience of Microsoft office, word, excel, email and other electronic applications. 	<ul style="list-style-type: none"> • Previously worked in a school • Previous knowledge of Sims (Schools Information System)
Skills and Knowledge	<ul style="list-style-type: none"> • Good oral and written skills • Good typing skills • Good communication skills 	<ul style="list-style-type: none"> • Minute taking skills
Personal Qualities	<ul style="list-style-type: none"> • Professional, tactful and sensitive • Discreet and confidential • Ability to work on own initiative and within a team • Enjoys working with young people • Knowledge of safeguarding 	



Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 900 pupils on roll.

Meden School was placed in 'special measures' in March 2011 and in response to this the Torch Academy Gateway Trust was invited to sponsor the school. In May 2014 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration. In 2010, only 32% of pupils achieved 5+ A*-C including English and Mathematics.

In 2014, 59% of pupils achieved 5+ A*-C including English and Maths calculated on the new, more challenging, performance measures. This is compared to 59% on the old performance measures in 2013. In securing consistent good attainment, Meden School has managed to buck the national trend. In addition, staffing in the core subjects has been strengthened. There is a strong focus on ensuring students secure 5+ A*-C including core subjects. Meden School is well placed to meet new challenges as it moves forward.



Staffing and Leadership

Significant staffing changes have been made at Meden School since 2011. Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.

The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 40 minute lunch at 12.55pm. The school day ends with a 15 minute tutorial from 3:15pm to 3:30pm.

Pastoral Structure

Meden School uses a 'House' based pastoral system, which combines horizontal tutor sets with vertical socialisation opportunities. The benefits of focused year based intervention, combined with the sense of belonging and community afforded by a 'House' system, has proved very successful at Meden School.

Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.



Extra Curricular

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

Securing Success

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centered on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management
- Tracking and Intervention

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.