



## School Receptionist and Administrator

**Start Date:** Required from February 2019 (Flexible start date considered for right candidate)

### Unique opportunity to join a new school in North London:

- Do you want to play a key role in the founding of an exciting, new, and innovative school?
- Do you want to move your career forward in an environment which nurtures talent and has scope for career progression?
- Do you want to be part of an exciting new venture that aims to transform the lives of children?

As a brand new school, One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our Primary school opened in September 2016; we now have Reception, Years 1 and 2. We aim to transform the lives of our students through our persistent and relentless focus on the small but important details and actions necessary for great teaching.

We know that success and habits of excellence are achieved through perseverance and incremental improvement - 'one degree' at a time. This idea is at the heart of our school. Whether you are an experienced administrator or someone seeking to enter this profession, you will play a key part in the academy's development. As with our students, we want to grow and develop our administration team, 'step by step': all staff receive weekly instructional coaching with potential opportunities to progress as the school grows.

We are seeking to appoint an outstanding school receptionist and administrator to help found and develop our new school. We are looking for someone with a positive and professional attitude, who will thrive serving the needs of our visitors, staff, children and parents. This is an exciting and rare opportunity to help shape One Degree Academy from its beginnings, and to be part of something profound and special.

### Successful candidates will:

- be proactive, have strong communication skills, be organised, efficient, reliable with a positive attitude and enjoy working with children and adults
- be a self-starter with great initiative, problem solving skills and high expectations.
- welcome feedback and be committed to the idea of continuous improvement and self-development
- be committed to the One Degree Academy vision and values.

### In this role, you will have the opportunity:

- to join an engaged staff and organisation utterly committed to developing its staff through incremental improvement - step by step
- to play a key role developing our school, with the potential to progress as the school grows
- to be part of something profound and special

### To apply

Download an application pack from <https://onedegreeacademy.org/joinourteam/vacancies/>

Completed applications should be e-mailed to: [mynextjob@onedegreeacademy.org](mailto:mynextjob@onedegreeacademy.org)

Closing date: **Monday 21<sup>st</sup> January at 12:00pm**



Early Applications encouraged - We will process all applications on a rolling basis.

To visit the school or if you have any questions, please email Joe Howlett:  
[Jhowlett@onedegreeacademy.org](mailto:Jhowlett@onedegreeacademy.org)



**STRIVING FOR EXCELLENCE: STEP-BY-STEP**

The Adnan Jaffery Academy Trust trading as One Degree Academy.

Registered Number: 09026334 Registered address: Queensway, Enfield, EN3 4SA [www.onedegreeacademy.org](http://www.onedegreeacademy.org)

## Recruitment process

### Encouraging Diversity

*ODA is committed to eliminating discrimination and encouraging diversity amongst our employees. We consider ourselves incredibly fortunate to be opening a school in London, one of the most diverse cities in the world. Our aim is that our workforce will be representative of all sections of society and each employee will feel respected and able to give their best.*

*Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job. To that end we are committed to provide equality and fairness for all.*

Appointment is conditional upon receipt of references from appropriate referees, which in the view of the Academy are satisfactory.

### Safer Recruitment

*ODA is committed to safeguarding and promoting the welfare and safety of our children and young people in our schools. We expect all staff to share this commitment in line with “Keeping Children Safe in Education” (2018). The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Academy makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.*

*ODA requires all employees to undertake an Enhanced DBS check because of the nature of our work. Applicants are required, before appointment, to disclose all previous convictions, cautions, reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to termination of employment.*

Further information can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



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## Job Description

**Title:** School Receptionist /Administrator

**Salary:** S1-S8 (17,515-23,285 FTE) Starting salary point negotiable dependent on experience

**Reports to:** Chief Operating Officer

**Working hours:** 7:45am - 4:30pm

**Working pattern:** Predominantly term time working (41 weeks), with 10 half days required during School holidays

### The role:

- To be the lead receptionist, welcoming and providing a high level of service to visitors, staff, parents and children.
- To maintain effective systems and processes in the administration of the school.

### Specific duties:

#### Administrative

- To provide general clerical assistance to the school, including support of the Finance and HR administrator
- To maintain and update paper and electronic records, with an appropriate level of discretion
- To organise the sorting and distribution of post
- To monitor and maintain stock supplies, order and distribute as required
- To support in maintenance of the school website in conjunction with the Chief Operations Officer.
- To provide effective communication with parents, staff and visitors

#### Reception

- To own the reception area, ensuring a high-quality, positive, efficient service is maintained at all times
- To act as an ambassador for the school
- To undertake reception duties, answering routine telephone and face to face enquiries, responding to school access buzzer and signing in visitors.
- To provide general advice, guidance and direction to pupils, visitors and staff members
- To maintain stock levels of refreshments and ensure these are provided to parents and visitors as required

#### First Aid and Welfare

- To undertake First Aid at Work training (If Required)
- To assist with pupil first aid and welfare duties, looking after sick pupils and liaising with parents and medical professionals where required.
- To be active in issues of student welfare and support, including supporting at break and lunch times

#### Other

- To participate in appraisal and undertake training as required
- Undertake other various responsibilities as directed by the Principal
- Support the academy's values and ethos

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

## One Degree Academy Values

All candidates will have a commitment to upholding the One Degree Academy's **STRIVE** values:

**Scholarship:** We focus relentlessly on academic achievement, great learning and continuous improvement to get results. We show a zest for new learning.

**Team work:** We work together to overcome difficulties. When one of us succeeds, we all do. We are kind and supportive to all our teammates

**Responsibility:** We take ownership of our actions, caring for each other and for our environment. We look to ourselves to do what's right or to find solutions. We do what needs to be done.

**Integrity:** We tell the truth even when it's hard; we do the right thing; we make good choices; own mistakes; are honest and trustworthy

**Value:** We are useful and kind. We embrace new opportunities to develop wisdom. We add value to our local communities.

**Effort:** We never give up on trying to improve - even when it's hard. We know there are no shortcuts: achievement comes step-by-step



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## Person Specification

Requirements	Essential (E) or Desirable (D)
<b>Education</b>	
GCSE Maths and English (grade A*-C) or equivalent	E
Right to work in the UK	E
Educated to level 3 or above	D
<b>Skills</b>	
Strong written and oral communication skills	E
Ability to manage multiple priorities whilst providing a high level of service on reception	E
Willingness and ability to learn and operate new IT systems and databases	E
Strong administrative and organisational skills	E
Ability to deal with and support the welfare of pupils	D
<b>Behaviours and Attitudes</b>	
Genuine passion and a belief in the potential of every pupil	E
Flexible, highly organised and able to multi-task and prioritise work to meet deadlines	E
Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure	E
Understanding of the importance of confidentiality and discretion	E
Detail oriented and able to take ownership of tasks and work with minimal supervision	E
Commitment to One Degree Academy's vision and values	E
Commitment to the safeguarding and welfare of all pupils	E
Willingness to undertake training	E