



Receptionist

Recruitment Pack

Kirkby High School



MAXIMISING OUR POTENTIAL



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Confidence Kindness Aspiration Respect Resilience.

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Welcome

Dear Applicant,

Thank you for your interest in the Receptionist position at Kirkby High School.

We are seeking to appoint, for 2nd September 2024,, a highly motivated receptionist with strong organisational and communication skills to join our team. The successful applicant will be the first point of contact for students, staff and visitors so a professional approach and excellent customer service are essential for this role. The person appointed will also provide routine general clerical and administrative support to the school.

We are proud of our school's success and are committed to providing an ambitious and inclusive environment with a strong pastoral care system that values every member of our community.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

If you have any specific queries please contact my PA, Jo Barrett
j.barrett@kirkbyhighschool.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs A Dobson
Headteacher, Kirkby High School



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Kirkby High School

Kirkby High School is an Ofsted rated 'Good' 11-16 mixed comprehensive. All staff at Kirkby High School fully embrace our vision: *"A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future"*.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students' self-belief and to show them that they can be what they want to be.

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The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

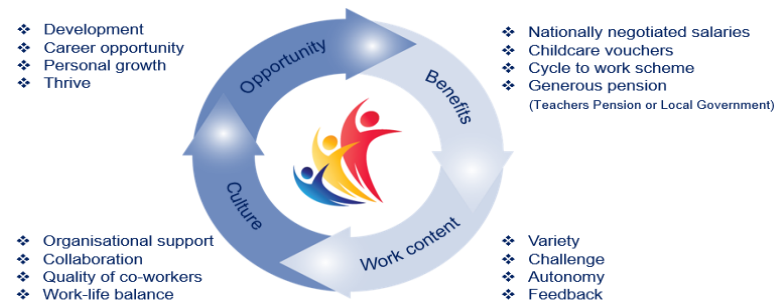
- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 10 sites
- 5 local authorities
- 80+ governors
- 9 schools
- 675+ employees
- £37,000,000 annual budget



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Continued Professional Development Framework

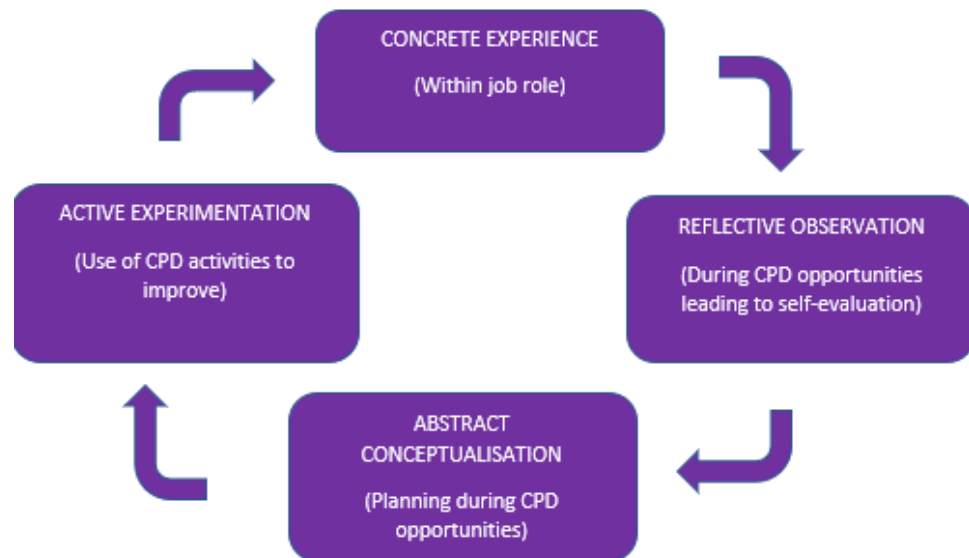
Intent

Our Vision: A community that believes in top class teaching and a pastoral care system that is second to none ensures that we prepare our young people for a bright and optimistic future, filled with opportunity.

Linked to our vision is Kirkby High School's mantra 'Excellence for All' and the Rowan Learning Trust's aim 'Maximising Potential'. We are a learning community. Continued Professional Development is at the heart of our organisations to ensure that excellence and potential grows within all staff and students. We are committed to providing high quality, Continued Professional Development through:

- A structured programme of events and opportunities
- For teaching staff, a seamless link from ITT to Early Career Teachers induction, including access to the Iris reflection tool
- For support staff, bespoke CPD offered depending on role
- A focus on leadership development through structured line-management and external reflection opportunities
- A Performance Management structure in which career progression is a focus, leading to bespoke CPD opportunities, talent management and succession planning
- Clear CPD pathways for progression implemented by the Rowan Learning Trust (e.g. Teacher, Finance, Human Resources, Administration, ICT service, Inclusion / SEND)

Continued Professional Development at Kirkby High School is a process which links directly to Kolb's Experiential Learning Cycle (1984)



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Fredrick Herzberg (1959) referred to specific motivator factors leading to high motivation and strong commitment such as recognition, challenging work, responsibility, opportunities for advancement promotion and growth. CPD opportunities within Kirkby High School (KHS) and the Rowan Learning Trust (RLT) have these aspects at their core.

Our offer

CPD Programme

- A Continued Professional Development calendar is produced at the start of each academic year; priorities are driven by school and faculty self-evaluation and development planning.
- Twilights are centred around FACE (Feedback, Autonomy, Challenge and Engagement) for teaching and relevant support staff
- Opportunities for reflection are present in all CPD sessions (e.g. golden nugget)
- Faculty CPD is planned by HoEs and quality assured by the Deputy Headteacher
- Induction for all new staff

Bespoke Opportunities

- A record is kept of all CPD undertaken, for teaching staff, support staff and governors
- Quality Assurance processes linked to CPD opportunities
- Hogan Leadership Profiling Tool utilised for leaders, both teaching and support
- Opportunities for mentoring and shadowing across school
- Exposure to SLT and governing body meetings
- Development planning leads to responsibilities for all staff
- Coaching culture across line-management meetings
- A culture of 'seeking opportunities' through external CPD offer (NPQ opportunities, National College subscription)

Talent Management

- Performance management (PM) – all staff have entitlement to career progression conversations
- Identification of potential during PM planning, interim and review meetings
- Use of RLT Career CPD Pathways in PM meetings
- Discussed in line-management structure after each PM window (in calendar three times per year)

Succession Planning

- Discussed termly in line-management structure following the talent management process
- Critical roles identified
- Identify capabilities for key positions
- Identify potential employees through talent management PM process
- Develop knowledge transfer plans
- Evaluate effectiveness

Job Description

RECEPTIONIST/ADMINISTRATOR

Reports to: Finance and Office Manager
Location: Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary: Grade E, NJC scale points 7-11 (pro-rata)
£24,294 - £25,979 per annum pro rata (actual £20,089 - £21,482)
Hours: 36 hours per week (Mon–Thurs 8.00am – 3.45pm, Fri 8.00am-3.30pm)
43 weeks per year (term time only)

Administration:

- Undertake reception duties, answering general telephone and face to face enquiries and signing visitors in and out
- Undertake typing, word processing and other ICT based tasks including the production of letters, reports, schedules etc.
- Provide general admin support e.g. photocopying, filing, emailing, faxing, completing routine forms and responding to routine correspondence.
- Maintain manual and computerised records and/or management information systems.
- Maintain and collate pupil reports including CENSUS information and that routinely required by the local authority and DfES.
- Take notes at meetings and circulate to attendees e.g. staff meetings.
- Sorting and distributing the internal and external mail.
- Undertake routine administration of school lettings and other uses of school premises.
- Undertake clerical support in relation to examinations and assist in examination invigilation as and when required.
- Provide routine clerical support in relation to the production and distribution of specific materials e.g. school newsletters, school prospectus etc.

Organisation:

- Make arrangements for school trips, visits by the school nurse, photographer, linked schools, parents etc.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and/or staff etc.

Resources

- Undertake general financial administration e.g. processing orders/payments, petty cash etc, preparing statements for individual budget holders.
- Operate office equipment e.g. photocopier, fax machine etc. and ICT packages (word, excel etc.) in accordance with manufacturers instructions.
- Maintain stock and supplies of resources, cataloguing and distributing as required.
- Operate uniform, snack or other 'shops' within school.
- Provide general advice and guidance to staff, pupils and others.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

Note : This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Person Specification

The successful candidate will possess the following personal attributes:

Communication & Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

Team working

Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Organisational Awareness

Keeps up to date on changes / new developments in own and others areas of the schools activities and their impact on the schools performance.

Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Use of technology

Is able to use and understands the purpose of information communication technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.

Professional Values and Practice

Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration. Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice. Ability to improve your own practice through observations, evaluation and discussion with colleagues.

Experience & Knowledge

Experience of clerical/administrative/financial work. Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.

Appropriate knowledge of First Aid.

Basic awareness of inclusion, especially within a school setting.

Qualification & Training

Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.

NVQ Level 3 in Administration or equivalent qualification or experience.

Requirement to complete Support Staff Induction Programme.

Requirement to complete Appointed Persons First Aid at Work training.

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How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to j.barrett@kirkbyhighschool.net

Alternatively, send a hard copy to:

Mrs A Dobson
Headteacher
Kirkby High School
Bracknell Avenue
Kirkby
L32 9PP

Closing date for applications: 12 noon, Thursday 4th July 2024





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



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KIRKBY HIGH SCHOOL



JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

BRACKNELL AVENUE,

KIRKBY, MERSEYSIDE, L32 9PP

TELEPHONE: 0151 477 8710

FACSIMILE: 0151 477 8715

EMAIL: admin@kirkbyhighschool.net

1. POST APPLIED FOR

| | | | |
|-------------------|--------------------|----------|--|
| Post Applied For: | | | |
| School: | Kirkby High School | | |
| As advertised in: | | On date: | |

2. PERSONAL DETAILS

| | | | |
|----------------------|--|------------------------------|--|
| SURNAME: | | FORENAME: | |
| TITLE: (Optional) | | Date of Birth: (Optional) | |
| Address: | | | |
| | | | |
| POSTCODE: | | Email: | |
| Telephone No: | | Mobile No: | |



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3. CURRENT POST

| | | | |
|----------------------------------|--|---------|--|
| CURRENT EMPLOYER AND JOB TITLE: | | | |
| DATE OF APPOINTMENT: | | SALARY: | |
| NOTICE PERIOD: | | | |
| MAIN DUTIES AND RESPONSIBILITIES | | | |
| | | | |
| Reason for this application | | | |

4. EMPLOYMENT HISTORY

| Post | Dates | | Employer | Grade/Salary | Reason for Leaving |
|------|-------|----|----------|--------------|--------------------|
| | From | To | | | |
| | | | | | |



5. GENERAL EDUCATION

| School | From | To | Qualifications – Grades, awarding bodies and dates |
|--------|------|----|--|
| | | | |

6. FURTHER AND HIGHER EDUCATION

| Name of College/ University | From | To | Qualifications – Grades, awarding bodies & dates |
|-----------------------------|------|----|--|
| | | | |



7. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

8. ADDITIONAL INFORMATION

| | |
|--|---|
| (i) | Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship. |
| | |
| (ii) | Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer. |
| | |
| (iii) | Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources. |
| | |
| (i) | Do you hold a current and valid driving licence? YES/NO Please state category..... |
| (ii) | Do you have a disability? YES/NO If so, reasonable adjustments would be made for the interview process |
| | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO | |
| | |
| <p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none">- Facebook- Instagram- Twitter- LinkedIn- TikTok- Youtube | |



9. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

10. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

| REFEREE 1 | | REFEREE 2 | |
|---|--|---|--|
| | | | |
| | | | |
| | | | |
| TELEPHONE NO: | | TELEPHONE NO: | |
| EMAIL: | | EMAIL: | |
| Can this reference be taken up immediately YES/NO | | Can this reference be taken up immediately YES/NO | |

11. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iv) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

12. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....



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