



Candidate brief for the position of:

## Receptionist/Administrative Assistant

Bullers Wood School for Girls and Sixth Form

Application Deadline – Friday, 8<sup>th</sup> October 2021 – 9am





Dear Applicant

Thank you for expressing an interest in the post of part-time Receptionist and Administrative Assistant at Bullers Wood School for Girls and Sixth Form. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available asap and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please contact Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email [csharp@bwsgirls.org](mailto:csharp@bwsgirls.org).

We very much hope to receive your application.

Yours sincerely

Simon Hardwick  
Headteacher

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## Overview

<b>Reports to:</b>	Office Manager
<b>Hours of Duty:</b>	<b>Monday to Friday, Midday to 4pm, Monday to Friday.</b>
<b>Term time contract:</b>	37 weeks, term time plus 2 additional weeks as directed by the office manager
<b>Salary:</b>	BR3 - £20,297 - £20,875 FTE (Pro rata on scale £20,297 is 20 hrs x 39 wks x £20,297\1675 = £9,451.74 per annum)
<b>Holiday:</b>	To be taken outside school term times.
<b>Conditions of service:</b>	According to the National Joint Council for Local Government Services.

### Core purpose:

To give a positive impression of the school to visitors and support the Office Supervisor in the effective administrative performance of the School.

### Receptionist

Be the first point of contact for all visitors to the school and give a positive and professional impression of the school: -

- Receive all visitors, issue visitor badges as required and take appropriate action
- Implement appropriate safeguarding procedures for all visitors
- Maintain supply of visitor badges
- Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly and efficiently
- Receive items from parents for students
- Take messages for staff and students
- Answer gate buzzers and take appropriate action
- Maintain appearance of main reception area
- Maintain late book

### Deliveries/Post (including electronic)

- Open and distribute all post coming into the school daily
- Receive deliveries and notify appropriate parties



- Receive examination post, log as necessary and organise outgoing examination post for collection
- Distribute morning and afternoon post to the pigeonholes in the staff room and main office
- Frank and organise outgoing post for collection, keeping accurate records of all recorded deliveries out
- Ensure franking machine is regularly funded and maintain postal supplies, including stamps
- Attend to office email account, responding to and/or re-distributing emails as appropriate
- Access the Bromley Intranet weekly and forward Education Department and other circulars as appropriate

## **Administration**

### Staff Room

- Ensure appropriate supplies of standard forms are maintained in staffroom
- Tidy notice boards in the staff room as appropriate
- Organise pigeonholes in the staff room at the beginning of each academic year and update when necessary

### Security

- assist the Deputy Headteacher with security arrangements, e.g. monitor CCTV cameras and notify site team of any unauthorised visitors
- oversee parking in the car park in front of Bullers Wood House, and ensure only authorised staff and visitors are parked on site
- notify Site Team if alarms are activated
- organise immediate production of registers when fire alarms are activated in any of the school buildings

### School supervision

- Provide administrative support to the school walkabout system, ensuring duty staff are present on walkabout with radio and receiving and passing on requests from staff for walkabout support.
- Update hotspots spreadsheet.
- Keep a record of each walkabout duty detailing incidents or no incidents. Email record monthly to staff responsible for walkabout duties.

### Friends of Bullers Wood

- Provide administrative support to the Friends of Bullers Wood, including school events, tickets, posters and promotion.
- Provide administrative support for the 100 club, advertising, allocating tickets, putting tickets into the draw, maintaining supply of tickets and updating spreadsheet.



### Site Team

- Be the point of contact for maintenance calls and/or emails, referring them on to the site team and maintaining a maintenance log

### **Other**

- Produce extra-curricular activities spreadsheet and maintain registers.
- Ensure the maintenance and distribution of stationery supplies, including annual diaries
- Complete such clerical duties, telephone calls and secretarial tasks as may be reasonably expected in the course of the duties of the post
- Support other members of the Administration Team with their faculty support/general administration work as required
- Provide office support for exam results days (on rotation basis)
- Assist in ensuring health & safety in the workplace
- Undertake such other duties as may be reasonably determined by the Headteacher and/or Office Supervisor
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*



## Application Procedure

- i. Read carefully all the information about this post

If you have any questions, please do not hesitate to telephone or email Caroline Sharp, Human Resources on 0208 467 2280 ext 320 or email [csharp@bwsgirls.org](mailto:csharp@bwsgirls.org).

- ii. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

**Interviews will take place the week commencing 16<sup>th</sup> August 2021.**

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp  
Human Resources  
Bullers Wood Multi Academy Trust  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[csharp@bwsgirls.org](mailto:csharp@bwsgirls.org)



## Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
  - be given a tour of the school
  - usually have an opportunity to meet with members of the department
  - normally be expected to conduct a short task.
  - Have an interview.

## Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

## Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



- iii. Suitable applications will be shortlisted for interview as quickly as possible.
- iv. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will, in addition to the formal interview, usually:
  - o be given a tour of the school
  - o have an opportunity to meet with members of the team
  - o be expected to conduct a short task.

