

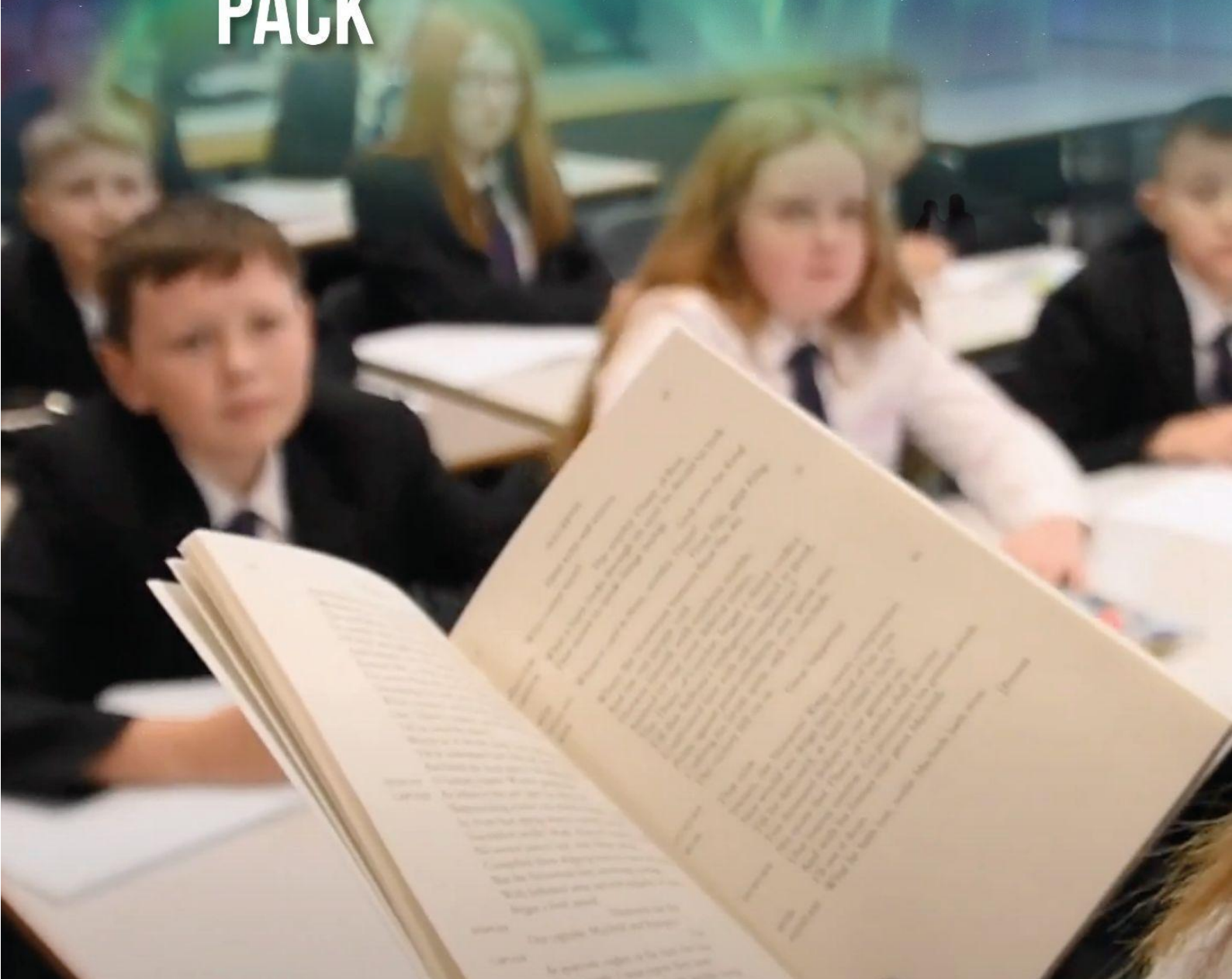


Northern
Lights

LEARNING TRUST

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
AT VENERABLE BEDE CE ACADEMY

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Hart Primary School

Hartlepool



St. Peter's Elwick CE Primary School,

Hartlepool



Benedict Biscop CE Academy

Sunderland



St. Helen's Primary School

Hartlepool



Holley Park Academy

Washington, Sunderland



Ian Ramsey CE Academy

Stockton-on-Tees



Venerable Bede CE Academy

Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Administrative Assistant/ Receptionist within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton
Chief Executive Officer



Welcome from the Head Teacher

Thank you for your interest in the Administrative Assistant/ Receptionist post at Venerable Bede, where it is my privilege to serve as Headteacher. We are a popular and oversubscribed secondary school serving our local community. We sit on the border of Ryhope, Silksworth and Doxford Wards in Sunderland, but we have pupils who attend our school from across the City and beyond. It is our goal to provide an inclusive education, within the context of our local community, in which the rights of everyone are respected, regardless of personal beliefs. We are proud to be a school at the heart of our community.

We are a medium sized secondary school, built to accommodate 900 pupils. Our fundamental aim is to equip our pupils with the qualifications and skills which they will need to take their place in a modern British society. We hope that we play our part in helping our pupils understand how to live “Life in all its fullness” (John 10:10). Our mission statement is “To create a stimulating, secure and caring environment within which all members of our community will realise their potential in the light of the Christian Gospel. ” This is embodied in our school motto: “Soar to the Heights Together”.

We want all of our pupils to reach their full potential. For each of our pupils we hope that with the guidance and support of their families and teachers, each of them will be able to develop their individual talents and fulfil their life long goals. As a product of the English Comprehensive system, I am a true advocate. I firmly believe that all children should have equal chance of success. It should be our goal in schools to enable all pupils to thrive, instilling in them a thirst for knowledge, and enabling them to understand how they play their part in unlocking their potential. Every child deserves the right to a broad and balanced curriculum.

At Venerable Bede Academy, we offer a **DEEP** curriculum to every child, regardless of their academic ability that spans 7 years as we have transitional opportunities with our primaries (Y6) and local colleges (Y12).

Thank you for your interest in our academy. Visits to the school are welcome, by prior agreement. Please contact venerable.bede@venerablebede.co.uk to express an interest.

Best regards

David Airey
Headteacher

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Permanent position required as soon as possible
VENERABLE BEDE CE ACADEMY
NJC SCP 3-4 £20,812- £21,189 PER ANNUM PRO RATA
37 hours per week, Term time only + 13 additional days

We are seeking a motivated individual to work within a busy school office. Under the direction of the Office and Premises Manager you will undertake a wide range of administrative duties which will include reception cover, word processing, photocopying and filing. You will act as a First Aider for the school including triage, treatment and reporting of minor first aid incidents.

You should possess good typing skills, have a professional approach to your work and the ability to remain calm under pressure. In return we can offer you an interesting and varied role in supporting the pupils and staff of our academy.

The successful candidate should:

- Provide a welcoming environment front of house
- Possess excellent communication and IT skills
- Be confident in dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Academy ethos

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website: <https://www.venerablebede.co.uk/>

CLOSING DATE:

Applications must be received by: Thursday 6th July 2023 at 9am.

Short Listing will take place on: W/B Monday 10th July 2023.

Interviews will take place on: W/B Monday 10th July 2023

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to recruitment@nllt.co.uk or by post to Tracy Gray at Venerable Bede CE Academy Tunstall Bank, Ryhope, Sunderland, Tyne & Wear, SR2 0SX

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 0191 5239745.

JOB DESCRIPTION

Post: Administrative Assistant/ Receptionist

Responsible to: Office and Premises Manager

Responsible for: Providing reception cover and admin support within the school office

Salary band: NJC SCP 3-4

Start date: ASAP

General Responsibilities:

To provide reception cover and general administrative/clerical support within the School Office under the direction of the Premises and Office Manager.

Principal Responsibilities and Duties:

- To greet visitors, complete DBS administration, manage visitor logs and security badges in line with safeguarding regulations
- To deal with general enquiries from internal and external calls, take messages and transfer where appropriate.
- To process, deliver and collect internal and external mail.
- To monitor CCTV as required.
- To communicate with parents/carers by telephone, email or text service
- To produce and maintain a variety of documents using Microsoft Office packages including Word and Excel.
- General administration duties including photocopying, filing, archiving, maintenance of manual and computerised records.
- To deal with pupils (including general enquiries, sickness, administering of medication, distributing locker keys, timetables etc.) and general staff enquires.
- To administer first aid to pupils, complete the appropriate forms and maintain medical room database.
- To assist in the management of parent/carer evenings (maximum 3 per year), providing analysis as required.
- To act as Fire Warden (training given).
- To provide Exam Invigilation as required.
- To manage room bookings.
- To carry out any other duties not specified above, but which are within the purview and general nature of the post, including general office duties, and in agreement with the postholder.

Other responsibilities:

- The Post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.
- The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.
- The postholder must comply with the Trust's Health and safety rules and regulations and with Health and Safety legislation.
- This job description is subject to regular review which can be initiated by either the postholder or the Executive Business Manager and which in any case will be reviewed annually.

PERSON SPECIFICATION

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Completed application form		Application
EDUCATION AND TRAINING	2. Minimum of 5 GCSE's Grade C or above, including English and Mathematics or equivalent. 3. OCR Text Processing (Business Professional) Level 1 or equivalent.		Application
EXPERIENCE	4. Minimum of 2 years general administrative/clerical experience 5. Practical experience in a customer services environment.		Application
APTITUDE AND SKILLS	6. Good communication, interpersonal, organisational skills 7. Ability to receive, record and relay information/messages accurately 8. Knowledge of filing system management 9. Ability to prioritise workload 10. Hold or be willing to undertake a First Aid qualification		Application Interview
PERSONAL QUALITIES TO INCLUDE	11. To be able to contribute to the Christian ethos in the School		Application Interview

	<ul style="list-style-type: none"> 12. To be reliable and conscientious 13. A desire and ability to learn new skills 14. Perseverance and resilience 15. The ability to work as part of a team or on own initiative 16. A flexible approach to work 		
OTHER	<ul style="list-style-type: none"> 17. Recommendation from both referees 18. Fully enhanced DBS clearance with children's barred list check 	19. Strong recommendation	References Enhanced DBS certificate