



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Clerical Assistant – Receptionist SCP10-13
15 hours per week
St Gabriel's CofE Academy
Houlton
CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Clerical Assistant - Receptionist at St Gabriel's Church of England Academy. We are looking for a dedicated individual to significantly contribute towards the smooth operation of the school, working with staff, pupils, parents and the wider community. The role offers the successful candidate the opportunity to work in a growing school office as we look to build for the future.

St Gabriel's CofE Academy opened in September 2018 with around 70 pupils spread across a Reception class, and three mixed-age classes spanning the primary age range. From small beginnings, we are filling to become a one form of entry school with the plans and potential to eventually grow to 630 pupils. We need to be flexible and creative in offering provision for a smaller numbers and be ready to adapt quickly as we grow. The need to be flexible is a key trait that all staff need in St Gabriel's formative years, along with positivity, passion and enthusiasm.

The building is an amazing learning space and is the first school to be constructed on the Houlton development in Rugby, providing a focal point for the new community here.

The successful candidate will have the opportunity to take up post from January 2019 to work alongside the team in the large and welcoming school office.

You will play a vital role in supporting the team as we strive towards our vision of:

'Communicating Love; Inspiring our Community to Flourish'

At St Gabriel's we are dedicated to inspiring, challenging and supporting children to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to grow something new and helping to shape our school from the ground up. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor
Headteacher



Context

St Gabriel's CofE Academy is the first school to open in the Houlton Church of England Multi Academy Trust. The school is the first to be developed on the new urban extension to Rugby known as Houlton. Over the next 10-15 years, this area will add around 6,200 homes to Rugby, creating a demand for around 6 forms of primary education. Three primary schools and a secondary school are planned to serve the families moving into the area, along with healthcare provision, community space and commercial units to create a sustainable community. The Houlton Church of England Multi Academy Trust has been established as a partnership between the Coventry Diocesan Board of Education and the master developers of Houlton, Urban&Civic plc.



Coventry Diocesan Board of Education

The Coventry DBE is a family of 75 Church of England schools and academies with a clear, strong vision and ethos to empower school leaders to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full potential. The aim in establishing Diocesan Multi Academy Trusts (DMATs) is to build and oversee the growing family of DBE schools with a core mission 'to build a better future for all within our Academies who in turn will positively impact their communities.'

The DBE is guided by the following values:

- Educational excellence
- Needs of the individual child at the heart of decision making
- Affording and nurturing dignity with high expectation and challenge
- Celebration of success for all
- All members of the school community valued equally
- Love, forgiveness and reconciliation at the heart of all relationships
- Governance based on mutual consultation and partnership
- Highest moral and ethical standards
- Leadership guided by integrity, courage, humility and service

Urban&Civic

Urban&Civic plc

Also a member of the Trust, Urban&Civic is a strategic property development and investment company which takes a long-term interest in the strategic sites which it masterplans and develops.

A key tenet of Urban&Civic's approach is to ensure infrastructure is delivered from the outset to reinforce the establishment of communities early on. Schools are central to this ambition and, from their experience of delivering and establishing successful Academies in Westminster and Chobham (Stratford), they fully recognise that their location, design and management require careful consideration and expert involvement.

Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description – Clerical Assistant - Receptionist

Starting salary: SCP Point 10-13

Pro rata; Term Time only + Teacher Training days.

Immediately responsible to: The postholder is managed by and is directly accountable to the Headteacher and School Office Manager. At all times the postholder will operate within school policies and procedures.



Purpose of the Job

The core purpose is to provide clerical administration support and a full receptionist/telephonist service. Helping to maintain the efficient running of the school office, acting as an effective and efficient assistant to the Office Manager and providing a quality administrative service to other school staff. Liaising with all appropriate stakeholders outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

Duties and Responsibilities

Reception:

- Greet all visitors to St. Gabriel's CofE Academy and provide a high level of service
- Answer telephone, take and pass on messages and deal with enquiries in a professional manner
- Assist with daily attendance calls and logging of absence
- Receive deliveries and goods, dealing with associated administration and ensure their processing and accurate distribution
- Ensure the office and entrance areas are welcoming, tidy and cared for
- Operate school security doors maintaining a safe and secure line at all times, ensure visitor sign-in and safeguarding protocols are followed.
- Organise and respond to emails to and from the school office
- Deal with routine enquiries, providing general information about the school by phone, email and in person.

Clerical Support:

- Be proficient in all ICT functions to include Office outlook, Word, Excel and PowerPoint
- Input of student data onto our School Management Information System (ScholarPack)
- Typing of letters and general correspondence
- Maintain and update student files
- Laminate and photocopy as requested
- Other general office duties as requested by the Headteacher or School Office Manager

- Establish and maintain effective working relationships with colleagues
- Adapt to the needs and pressures of the moment.

Attendance:

- Admin relating to ordering school lunches and recording attendance in ParentPay
- Admin relating to ScholarPack, including monitoring of attendance registers
- Admin related to attendance issues – for example, requests for absence and communication with parents for non-attendeess.

Pupils & Parents:

- Order and monitor stock levels of uniform
- Process correspondence from parents, including absence requests and medication forms
- Record sale of uniform and reconcile with payment on ParentPay.

Other

- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy
- Make a significant contribution to the school's culture of safeguarding
- Maintain high professional standards of attendance, punctuality, appearance and conduct at all times
- Provide a full support service to the Headteacher, incorporating the filtering of telephone calls, maintenance of diaries, appointments, internal and external post, processing of enquiries and confidential matters
- Provide excellent service to parents, visitors and pupils visiting the school office
- Any other duties required by the Headteacher, which are within the scope of this post

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation. Given the growing needs of the school, flexibility amongst staff is very important.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	GCSE Maths and English at grade A-C or equivalent	✓		Application and interview
	Evidence of further professional development		✓	
Relevant Experience				
	Working in a school environment		✓	Application and interview
	Roles involving multi-tasking, prioritising, working under pressure and to deadlines	✓		
	Working in an office environment	✓		
	Working with sensitive or confidential information		✓	
	Procurement of goods and services		✓	
Knowledge and Skills				
	Excellent organisation	✓		Application and interview
	Excellent oral and written communication	✓		
	Working knowledge of ScholarPack and ParentPay		✓	
	Excellent interpersonal skills with adults and children	✓		
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative		✓	
	Seeks solutions to problems		✓	
	Demonstrates good judgement and calmness under pressure	✓		

Additional				
	Commitment to involve parents and the community in the life of the school	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding with particular regard for visitor management, security and record keeping.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mr Andrew Taylor at

office@stgabrielscofeacademy.org or call the school on 07981

188595 to make arrangements to visit.

Please note the closing date for applications is 12:00pm on

Friday 30th November 2018



Contact Details

Completed applications and supporting documents should be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone

07981 188595

Interviews for shortlisted candidates provisionally W/b 3rd December 2018

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire