



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



PUPIL RECEPTIONIST

(Permanent for September 2019)

Application Pack



Castle Newnham School

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Dear Applicant

May 2019

Pupil Receptionist

Thank you for your interest in this exciting post with our all-through federation.

Castle Newnham is an all-through school where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Pupils who attend come from the immediate local area, as well as from further away in Bedford. We also have a 'soft' federation partner in nearby Hazeldene School. Pupils from Hazeldene and other local schools join in Year 7 to make up our secondary cohorts.

Our primary provision has an Ofsted grade of 'outstanding' whilst our secondary provision was graded 'good' in all areas at its first inspection in September 2018. The challenge now is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point and to achieve the best possible GCSE outcomes and we actively seek colleagues with a positive outlook and enthusiasm for teaching as well as great subject knowledge.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road. On this site, are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery and care club. The North site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership with the university. Most classrooms are in the main building which includes the four storey towers. There is a separate newly refurbished self-contained primary block which houses Years 5 and 6, a new sports hall and a new science lab, a new drama teaching area and music hub, all of which are available for use by pupils and staff across the federation.

I hope this application pack, alongside our website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. One colleague recently tweeted the following message 'I'm so proud to work in a school where I honestly feel like I can legitimately have a work/life balance and still manage to do well at work. Having a supportive and understanding set of colleagues makes all the difference'. I think this sums up the school's ethos. We encourage strong links with families, with our local partners and, increasingly, with international partners.

We are keen to recruit a pupil receptionist to a new permanent post as our secondary provision continues to expand with Year 11 cohort beginning in September 2019. We are looking preferably for someone with experience of a similar role within the education system and/or the personal skills and resilience to develop in the role to support our secondary pupils. The post holder will also support with exam and SEND administration. Working alongside teaching staff and existing administrators you will provide an extra layer of support for pupils in the school and will be their first point of contact.

Also included within this application pack: -

- Job Advertisement
- Job description and personnel specification

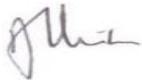
Full details and an application form are available to download on our website in the vacancies section.

Visits to the school to gain an insight into the way in which we are developing all-through education are highly recommended. Please email Romana Tomei at rtomei@castlnewnham.school for an appointment to discuss the role.

Interviews will be held on Wednesday 26 June 2019.

I hope this information will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via the post or email by the closing date of Monday 17 June 2019 (mid-day).

Yours sincerely



Mrs Ruth Wilkes
Federation Principal





Castle Newnham School

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Pupil Receptionist

New NJC level 2D point 4-6 (£15,460.60 actual)

35.5 hours, Monday to Friday - term time only

Permanent to start in September 2019

We are keen to recruit a pupil receptionist to a new permanent post as our secondary provision continues to expand with Year 11 cohort beginning in September 2019. We are looking preferably for someone with experience of a similar role within the education system and/or the personal skills and resilience to develop in the role to support our secondary pupils. The post holder will also support with exam and SEND administration. Working alongside teaching staff and existing administrators you will provide an extra layer of support for pupils in the school and will be their first point of contact.

As well as a supportive team and strong professional development Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

School tours are available, please contact Miss Tomei
(rtomei@castlenewnham.school) to arrange an appointment.

Closing Date: Monday 17 June 2019 (Mid-day)

Interviews: Wednesday 26 June 2019

**For further details of this post and an application pack
please go to the school's website www.castlenewnham.school/vacancies**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure



Castle Newnham Federation

Job Description

Post:	Lead Administrator – Pupil Receptionist
Responsible to:	Executive Assistant
Grade:	NJC 2d point 4-6
Key relationships:	Executive Assistant, Federation Principal, AHT/SENDCo, Primary SENDCo, Exams Officer and relevant teaching and administrative staff.
Location:	Castle Newnham – office based on the North site
Working pattern:	35.5hrs, Monday to Friday, term time only
Disclosure level:	Enhanced
Job purpose:	To be responsible for the pupil reception area and provide admin support to the SENDCo and Exams officer.

Main duties and responsibilities:

- To undertake reception duties and deal with general enquiries from pupils and parents.
- To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
- To undertake data input and maintain up to date records on pupil information including free school meals and school transport as required.
- To liaise with the school caterers / parents regarding pupil lunches on a daily basis to ensure each child has a lunch
- To provide clerical support to the AHT SENDCo when required.
- To provide SEND administration support as directed by the AHT SENDCo/Primary SENDCo.
- To care for sick pupils, arranging for first aid as necessary and contacting parents where required. To ensure all accident reports are completed where appropriate.
- To liaise with the school nurse regarding Care Plans and visits to the school.
- To act as first point of contact with parents on a range of matters (e.g. to arrange appointments).
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
- To provide administration support for the exams officer.
- To undertake any other duties of a similar level and responsibility as may be required.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Executive Assistant, the Federation Principal and/or the Head of Primary as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

Post Holder:

Name _____ Signed _____ Date: _____

Line Manager:

Name _____

PERSON SPECIFICATION

JOB TITLE: Lead Administrator – Pupil Receptionist

Attributes	Essential	Preferred
Education/Qualifications	Educated to GCSE level with English at Grades A*-C or equivalent	

	Word Processing RSA II or equivalent	
Experience	<p>Previous experience of clerical work</p> <p>Experience of working in a school office/reception</p>	<p>Previous experience of working with children</p> <p>Experience of word processing packages e.g. Word</p>
Skills/Knowledge/Aptitude	<p>Good interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work as part of a team and to use initiative when required</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to maintain confidentiality at all times</p>	
Motivation	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	
Other	<p>Willingness to undertake Paediatric First Aid training</p> <p>Willingness to administer medicine</p>	Current Paediatric First Aid Certificate