APPLICANT PACK

RECEPTIONIST & ADMINISTRATIVE ASSISTANT (SECONDARY)
Harris Academy Chobham

Grade 2 Point 3 (Inner London) (Actual Salary £25,665.89 based on 37.5 Hrs/week, 40 Weeks/Year) + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension Scheme (LGPS) + Additional Harris Benefits

START DATE: Immediate Start
WORKING HOURS 7.30AM -3.30PM

How To Apply

Please visit **www.harriscareers.org.uk** to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders.**

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as 'outstanding', and all of us are committed to growing our expertise and sharing it with each other.

Sir Dan Moynihan
Chief Executive

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. Visit our website to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Join us at Harris Academy Chobham

A message from the Principal, Francesca Perry.

Harris Academy Chobham is always on the lookout for inspirational and influential staff. Most of all, we are on the lookout for potential colleagues who like our students and want to help them succeed.
We understand that if staff are to give their best to our students over a sustained period of time, then the school needs to provide them with the best deal possible. We want our staff team to be well motivated and well looked after. If your time at Harris Academy Chobham is to be happy, then it needs to be rewarding and professionally fulfilling.

In order to help our staff have the best possible experience and achieve a proper work-life balance, we have put into place a range of measures to benefit both our teaching and students services colleagues.

These include:

- An extra week of holiday for all Harris Academy Chobham staff. This takes the form of a two-week half term in October. We work fewer days than most other schools.
- Outstanding professional development both at Harris Academy Chobham and through the wider Harris Federation
- Excellent promotion opportunities
- A constant dialogue about workload and how to manage it most effectively. We have regular workload audits, and frequent campaigns to tackle unnecessary work and identify quick wins
- Rapid and effective support with any student behavioural issues arising
- A high-quality staff induction programme
- Marking protocols devised by departments themselves
- Manageable and flexible lesson planning expectations
- Clear communications and manageable deadlines. We only ask staff to do what is necessary and avoid complication and confusion. Harris Academy Chobham is an exceptionally well-run school
- Learning walks rather than formal lesson observations. These are not graded
- Nursery on site
- Flexible and part time working encouraged whenever possible
- Additional time for leadership responsibilities
- Focus on effective outcomes rather than time spent
- High levels of administrative support for all teachers
- Ongoing celebration of staff excellence

  Other benefits of working at Harris Academy Chobham:
  - World-class facilities for learning, leisure and sport. A school which is genuinely at the heart of its local community
  - The advantages of working for the country's most successful major Academy group. These include amazing consultant support and a range of high-quality central services.
  - Generous Harris rewards and benefits package, including an extra £2000 annually for all Mainscale & Upper teachers working in our Academy.

Wellness

'Valuing the whole person'

At Harris Academy Chobham, we regard staff wellness as being central to the school's purpose and to its success. Our desire to offer an outstanding wellness strategy is part of our deep desire to help all colleagues feel happy and valued within our community.

We understand that while it is incredibly rewarding, teaching is also a physically and emotionally wearing job. We want our teachers to be as fit and fresh as possible and to know that the school as a community really values the whole person. We have tried to put these principles into practice with several initiatives which we think give Harris Academy Chobham teachers one of the best wellness packages to be found anywhere. As well as the benefits listed above, we also include the following in our wellness programme:

- Access to the Calm mindfulness app
- Staff fitness suite and multiple team sports opportunities
- Staff social events
- Staff discounts at shops and restaurants in the local area
- Access to the Harris Federation's staff counselling service
- Dedicated Wellness Hub
- Healix Healthcare package
- Cycle to work scheme
- Childcare vouchers
- Nursery on site

Our staff are regularly consulted on impact of our Wellness Strategy, and we always respond to staff suggestions. In this way, staff feel empowered and get more of the services they really want.

We are very proud of our Wellness Strategy at Harris Academy Chobham and hope you will agree that it shows our commitment to making the school an exemplary working environment

To read the complete Wellness Strategy visit our website:

https://www.Chobham.org.uk/1296/working-with-us

What kind of people are we looking for?

- First and foremost, you must like working with children and be good at it
- You must be highly skilled in the role you are applying for or else willing and able to learn in post
- You must show a passion for education and improving the life chances of London children
- You should be willing to contribute to the wider life of the Academy (running clubs, attending events)
- You should be highly motivated, like working as part of a team and possess excellent communication skills
- You must hold appropriate qualifications for the role you are applying for

Please take a look at our website to find out more about the school. If you would like to speak to someone about the role before applying, please contact our Human Resources department in the first instance at hr@Chobhamacademy.org.uk .

Department

The Academy Office

At Harris Academy Chobham we have an innovative system where student services staff are integrated into wider into school life, our student services colleagues are not only the first point of call for parents, staff and students but are also involved in the school community by being part of a house system where they are able to contribute to the school in directly supporting young people's development. The reception team is led by the Senior Receptionist and overseen by the Office Manager. They work together to support the fantastic learning environment for our students and uphold the school values.

Job Purpose

In selecting a Reception and Administrative Assistant to join our team we will be looking for an outstanding person able to be a key player in an exceptional Academy. Someone with the ability to help support a culture of constant excellence that will put learning first and ultimately ensure all our students benefit from an outstanding education. To be the first point of contact for all visitors to the Academy, staff and students. To assist in the management of the reception area as well as providing administrative support contributing to the smooth running of the Academy.

Main Areas of Responsibility

Post title:	**Receptionist and Administrative Assistant (Secondary)**
Salary/Working Hours	Grade 2 Point 3 (Inner London): (Actual Salary £25,665.89) based on 37.5 Hrs/week, 40 Weeks/Year + Performance and Loyalty Bonus + Harris Wellbeing Cash Plan + Pension Scheme (LGPS) + Additional Harris Benefits Normal working hours 7.30am -3.30pm, workings hours subject to change to manage cover.
Key Areas of Responsibility	• To present the professional and welcoming face of the Academy to all visitors, staff, students, and telephone callers. • To ensure that all visitors to the Academy are welcomed and catered for in a professional manner, signed in and out accurately and are issued with the appropriate Visitor's Badge in accordance with safeguarding procedures. • To ensure the overall appearance of the reception area is tidy and well maintained, presenting an exemplary professional environment at all times. • General administrative duties such as typing, photocopying, filing, collation and distribution of post. • To assist Academy staff in all aspects of Academy life, including contacting parents and where necessary. • To manage queries from parents/carers and the general public with exemplary professionalism, ensuring that any messages or complaints

	are immediately forwarded to the appropriate member of staff or escalated as required. • To keep an overview of the Academy calendar and events so information can be passed on to parents/carers and students as required, in an efficient and accurate manner. • To exercise complete discretion when dealing with issues of confidentiality and sensitivity. • To ensure that the Academy's outgoing mail is in order and picked up daily by the post office and to ensure all correspondence received at the Academy is managed efficiently and accurately, using the appropriate filing and dispersion methods as necessary. • To collect in forms for trips etc. from parents/carers and students, as appropriate. • To assist with supervision of or welfare support for students when required. • To maintain a working knowledge of the events involving students and staff at the academy and keep relevant parties informed of these events. • To support with the monitoring of student attendance daily, including communicating with parents/carers regarding reasons for absence. • To ensure that the Office Manager is fully briefed on any matters that have been brought to the attention of Reception. • To assist, when required with general office administration. • To support the running of the Welfare Office as needed. • To provide support as needed to the Behaviour team. • Any other administration tasks as requested by the Senior Receptionist.
Other Duties	• Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the Academy, commensurate with the level of the post holder. • To support in central administration whenever required. • To assist in student filing duties. • To administer first aid (when trained). • To be responsible for own professional development, identifying training needs and requesting courses as appropriate.
Reporting to:	• Office Manager -Secondary
Liaising with:	• Principal, Academy Leadership Group, other Coordinators, Subject Leaders, Head of Years, Student Support Services and relevant staff with cross-Academy responsibilities, relevant Student Services staff, parents and governors and other stakeholders.
Disclosure:	• Enhanced DBS.

Additional Responsibilities

Other specific duties:	• Undertake whole Academy duties as outlined in responsibilities agree each year. • To support and attend extracurricular trips and events.

	• To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term. • To promote equal opportunities and celebrate diversity in all aspects of the Academy. • To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example. • To support the Academy in meeting its legal requirement for worship. • To promote actively the Academy's corporate policies. • To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. • To adhere to the Academy's Dress Code.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend Academy events such as Open Evening.
- To promote actively the Academy's corporate policies.
- To adhere to the Academy's Dress Code.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all Academy and Federation policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications and Training	• GCSE Mathematics and English at grade C or above and relevant Level 3 qualification. • Trained in the use of a variety of ICT packages. • Knowledge of procedures for data entry.	• Experience working as a receptionist. • Experience of working in a school.
Experience and Knowledge	• Experience of working to targets and deadlines. • Developing admin policies, processes and procedures.	
Personal Skills, Abilities & Qualities	• Excellent interpersonal skills • The ability to encourage and inspire young people to achieve. • The ability to carry out the job description. • Good organisational skills. • Excellent ICT skills and a willingness to learn more. • Effective team worker. • The ability work under pressure and meet deadlines. • The ability to use own initiative and work without supervision. • Skills to communicate clearly both orally and in writing. • A good understanding of how children develop and learn. • A good understanding of Safeguarding and child protection in schools. • An understanding of supporting diversity and equal opportunities. • Clear written and spoken English and good numeracy skills. • Experience of working with students with specific learning difficulties.	
Academy Ethos	• Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. • Motivation to work with children and young people. • Ability to build & sustain professional standards, relationships & personal boundaries with young people. • Emotional maturity & resilience in dealing with challenging behaviours. • Ability to contribute towards creating a safe & protective environment. • Empathy with the aims and objectives of Harris Federation. • Willingness to continue professional development. • Commitment to maintaining high standards & expectations. • Commitment to contributing to Academy life. • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit **www.harriscareers.org.uk**

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