

Receptionist/ School Administrator



Pride In Excellence Unlocking Academic & Personal Potential

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Welcome

About

Windsor Academy Trust (WAT) is a leading multi academy trust that was formed to improve the quality of education through the sharing of ideas and best practice among its schools.



9 Excellent Schools

The Trust was established in 2011, when Windsor High School and Sixth Form, one of the first converter Academies, was approached by the Department of Education to be a sponsor. In the past 10 years we have grown into a hugely successful family of nine academies providing outstanding education to over 7,000 students aged 2 to 18.



850 Staff

We currently have five primary schools and four secondary schools located across the West Midlands, and are due to open a new free school in Smethwick in September 2022.

This is a highly exciting time for WAT as we open a new secondary free school in Sandwell in 2022.



7,000 Pupils

We are clear that young people achieve their best in a climate of high expectations where teachers are motivated and empowered. At WAT we combine a shared experience of primary and secondary schools and promotes student and staff collaboration across all our schools in our search for excellence. Teaching and Learning is at the core of all our work and this is underpinned by an extensive programme of professional learning for our staff.

We are extremely proud of what we have achieved for far, the Trusts vision is that through collaborative leadership, we will continue to grow and provide the highest quality education to enable every pupil to realise their full aspirations. A powerful component of this success has been the synergy of primary and secondary collaboration.

Dear Candidate

Goldsmith Primary Academy is a vibrant and engaging learning environment with an aspiring curriculum, open to children aged 2 to 11 years old.

We strongly believe in providing a happy setting in which children are active in learning and encouraged to be independent.

We build resilience through our children having a 'can do' attitude and encourage all pupils to strive to be the best they can be and reach their full potential.

We are passionate about providing our children with opportunities which will develop their academic and personal potential.

Forming part of Windsor Academy Trust, Goldsmith Primary Academy is an exciting, dynamic place to work that can offer great opportunities and quality continuous professional development. We have a talented team who welcome new challenges and are committed to supporting and developing colleagues.

If you are looking for a school that can support you in being the best version of yourself, and making a real difference to the lives of pupils and their families, then you should strongly consider this role.



Leanne Bridgwood
Headteacher

Goals & Aspirations



01 / Unlocking Personal Potential

To raise aspirations and unlock all children's personal potential; keeping them safe, enabling social mobility and creating happy and successful learners



03 / Empowering People

To attract, identify, develop and retain talent internally and externally so that there are excellent people working collaboratively, who are valued, supported and encouraged to innovate



05 / Sustainable Finance And Infrastructure

To have strong and sustainable finances a highly effective infrastructure that is scalable, driven by efficient operating systems.



02 / Unlocking Academic Potential

To maximise progress and attainment so all children can enter into a career or university of their choice, through the WAT curriculum, excellent Teaching and Learning and continued Academy improvement



04 / MAT Growth And Partnerships

To grow local learning communities and partnerships that provide opportunities for more children, within and beyond WAT



06 / Highly Effective Governance

To have governance that has impact, is socially just and is ethically sound at all levels

Why WAT Is Unique

Windsor Academy Trust's strapline is 'Pride in Excellence'. Our aim is to strive for excellence in all we do in order to achieve excellence for the children we serve. We want everyone within our WAT family to feel proud to be part of a very special and unique movement.

Our moral purpose is 'unlocking the academic and personal potential' of our children. We want our children to know how to learn, have a love of learning and to achieve the academic outcomes that will open the door for them to go onto a university or career of their choice. We place equal emphasis on unlocking children personal potential whereby children have the opportunity to discover their passions and talents, develop as leaders and develop a positive character.

Our lion illustrated in the diagram represents each child on top of a podium and therefore achieving their academic and personal potential. The podium is underpinned by our values of respect. Responsibility, collaboration and cooperation and strong Trust wide systems and structures.

// 01



Teaching and Learning

Our aims is to 'enthuse, inspire, engage, every lesson, every day' through our ten Teaching and Learning Principles driven through robust practitioner research

// 02



Professional Development

For all staff we are 'building leaderships, teaching and support staff capability for in-school and school-to-school support'

// 03



Leadership

Where we expect all children to be leaders of themselves and support the learning and personal potential of others. We expect children to be leaders 'always in all ways'

// 04



Enterprise

Here we are 'building an enterprise spirit and supporting children to discover and achieve their career dreams'

// 05



Enrichment

That 'provides exciting opportunities for children to pursue their passions, broaden their horizons and raise their aspirations'



Benefits of Working for WAT



CPD Programme
Opportunities for continuing professional development



Pension Scheme
Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers



Free Annual Flu Job



Salary Sacrifice Cycle Scheme



Holiday Entitlement
Starting at 26 Days Holiday (for Support Staff Employees) and Flexible Family Friendly Policies



Fitness Suite
Access to state-of-the-art fitness suite at Windsor High School and Sixth Form



Free Eye Tests

About Goldsmith Primary Academy

Goldsmith Primary Academy is a welcoming and growing primary school and nursery home to over 450 students aged 2 to 11.

Located in the Blakenall area of Walsall, the Academy inspires pupils and generates a love of learning through its 'You can do it' ethos and aspiring curriculum. The Academy has very high expectations of students and provides an outstanding curriculum that ensures students achieve their full potential.

The happiness, personal growth and academic achievement of children is the school's top priority and students have access to excellent facilities including an on-site 15m learner swimming pool, library and forest school.



Job Description

Reception

- Undertake reception duties; acting as the first point of contact in response to telephone and face-to-face enquiries, promptly passing on messages as required
- To ensure compliance of the school's safeguarding and security arrangements/procedures, checking visitors' ID and DBS certificates
- Assist with arrangements for visits (e.g. photographer), including hospitality
- Assist with pupil/student welfare, liaising with parents/carers and staff as appropriate
- Maintain reception area to highest standard, ensuring displayed information is current

Administration

- To provide general administrative support, including creating general letters and the school newsletter
- Update manual and electronic records/management information systems, producing lists, information and data as requested
- Receive and distribute incoming mail (including email)
- Manage outgoing post
- Monitor text service inbox
- Receive and distribute deliveries
- Undertake general financial administration on Parent Mail; processing orders, monitoring lunch payments
- Provide administrative support for meetings, including taking notes

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development, as required
- Attend and participate in relevant meetings, as required
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Safeguard and promote the welfare of children and vulnerable adults.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Person Specification for Receptionist / School Administrator

Criteria (Essential)	
Knowledge, Understanding and Experience	<ul style="list-style-type: none"> • Knowledge and experience of administration • Good numeracy and literacy skills
Skills and abilities	<ul style="list-style-type: none"> • Ability to use a range of IT systems and packages (e.g. Microsoft office) • Knowledge of SIMS and Google drive is desirable • Good communication skills and ability to prioritise • Ability to respond to queries, referring to others as appropriate
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Remains calm in difficult situations and has a 'can do' approach • Displays sensitivity and empathy to others • Able to follow verbal instructions and written guidance/procedures • Ability to identify own training needs and willingness to participate in training and development opportunities • Comply with Trust's commitment to the protection and safeguarding of children

How To Apply

The closing date for completed applications is **Monday 2nd November at 9am** with interviews on **Monday 9th November**.

- Applications forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- For more information about this position, or to have a confidential discussion about the role, please contact **Mrs Laura Warner on 01922 710182 or lwarner@goldsmith.windsoracademytrust.org.uk**

We look forward to hearing from you!



Application and Candidate Selection Process

We will:



Provide you with clear, accurate and timely information



Give you the opportunity to ask questions



Respond to enquiries promptly



Adopt a fair and consistent assessment process



Make sure you have all the documentation and details you need for your interview



Provide you with a full insight about what it's like to work for WAT and be a part of our family



Ensure all offers are fair and equitable

In return we will ask that you:



Be honest and upfront about your experience, goals and aspirations



Provide open and accurate information when submitting your application



Prepare yourself for the interview and research who we are and how we work



Safer Recruitment In Education: Information For Applicants

- WAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- We have a number of policies and procedures that contribute to our safeguarding commitment, including our child protection policy which can be viewed at windsoracademytrust.org.uk/governance.
- Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.
- We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.
- We actively support the Government's Prevent agenda to counter radicalism and extremism.



What we will provide:

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post; including safeguarding responsibilities
- a person specification which will include a specific reference to suitability to work with children.

All applications for employment will be required to complete an application form online, containing questions about their academic and full employment history, and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in their employment history.

References

References will be requested with your consent, at the selection stage directly from the referee.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

- An enhanced DBS check is required for all successful applicants.
- Prohibition, overseas and section 128 checks will also be completed if necessary.


Child Protection and Safeguarding Policy


View our Child Protection and Safeguarding policy at windsoracademytrust.org.uk/policies

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Halesowen
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