

Information for Applicants Booklet

Receptionist/Administrator

Band C

£12,621.39-£13,131.15 (Pro Rata)

Permanent Position

30 hours per week, 8.30am – 3.30pm

Monday to Friday

Term Time Only

The STAR Multi Academy Trust
Rose Cottage
c/o Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB
01937 538538



June 2022

Dear Applicant

Thank-you for your interest in the post of Receptionist/Administrator at Sherburn Hungate Primary School.

Associate staff play a really key role within the STARMAT. We value and support all of our staff and expect them to strive for personal improvement and go the extra mile.

If you feel you are ready for a fantastic challenge and would like to know more about the STARMAT and our activities in more detail, please take a look at our website at www.starmat.uk. To apply for the post please complete the STARMAT online application. Your supporting statement should not exceed one side of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

If you would like further information, please do not hesitate to contact Julie Carter on 01977 682434 or email admin@shp.starmat.uk.

Thank you for your interest in this post, I look forward to meeting you.

Yours sincerely

Mr Martyn Broom
Headteacher
Sherburn Hungate Primary School



Timescale for the Selection Process

Closing time/date for applications	Wednesday 29th June 2022
Shortlisting	Thursday 30th June 2022
Interview Day	Tuesday 5th July 2022

Please email any queries to:

j.carter@shp.starmat.uk

THE SELECTION PROCESS

If you wish to apply for the post of Receptionist/Administrator, then you should:

- Fully complete the online application form <https://bit.ly/STARSupportApp>, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). We do not accept CVs.
- Your Supporting Statement within your application form should be equivalent to 1 side of A4 Arial 11 point, 1.15 spacing, maximum (we would advise that you prepare this separately in a word processing program first and then paste into the form), addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills and knowledge – generic
- Skills and knowledge – special to role

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Remember when addressing the above, ***less is sometimes more.***



Welcome to our Trust

There has been a strong tradition of collaboration between our 11 partner schools for many years which culminated in the establishment of the STAR Teaching School Alliance in 2016 and then the STAR Multi Academy Trust (STAR MAT) was 'born' in May 2018. You can visit our [website here](#).

Our Trust is an exciting venture which allows us to strengthen our existing partnerships still further. We have chosen to form a Trust of local schools for the following reasons:

- **Of significance within our Trust aims and values are wellbeing and safeguarding.** We know that effective learning takes place in an inclusive environment, where pupils feel happy, confident and supported, where they are valued for their unique individuality and educated to keep themselves safe from harm. These threads run through all that we do.
- **We want our pupils and students to achieve even better outcomes and for all of our pupils to receive an outstanding education.** We will continue to build and secure local school improvement capacity, and shared development strategies, which will help us do this, by providing appropriate levels of challenge and support within the partnership. We are building on strong relationships and high levels of trust. We are developing shared approaches to the curriculum as well as shared 'pedagogy' for teaching and learning. We are actively developing a 'Digital Entitlement' for our young people such as they can move on to further education and employment with confidence.
- **We are near enough to each other to build a strong local partnership,** building greater community cohesion, and more shared activities across all of our schools, benefiting pupils and students as well as our staff. These include shared approaches to curriculum planning, teaching and learning and already include opportunities to share specialist roles across more than one school – getting the expertise in the right place. Our growth strategy has a simple premise – we want to serve our locality with the best possible education.
- **Together we want to provide greater opportunities for recruiting new staff,** to retain our existing staff, facilitate leadership development and enhance staff professional development. Our staff are proud to work with STAR; we want our ethos and principles to continue to shine.

- **We know that our formal partnership can more easily achieve 'better value' and financial stability** by having more efficient central and shared services and enabling individual schools within the partnership to focus more resources on teaching, learning and pupil/student support. As a MAT of over 4000 pupils we have access to the School Condition Allocation (SCA) which has enabled us to invest £2million into our school buildings over the first two years of our Trust. There is still much to do, but we will strive for world class educational premises for all of our students.
- **We will work together to support – and challenge – each other** through effective governance and accountability at local level. As good and outstanding schools working together in an already strong Teaching School Alliance, we are very well-placed to achieve this. That said, we continue to look externally for challenge, support and partnership from local authorities, other Trusts and organisations – to be the very best that we can be.

Our Vision

To develop outstanding education in all our schools, which will enable every young person to flourish and realise their full potential.

Our Aims

We will:

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn.

Our Core Principles

We:

- Expect our schools to actively support each other and to share best practice for the benefit of all
- Are committed to providing services that will keep our schools compliant, financially robust and continuously improving
- Want all of our schools to retain and celebrate their distinctive identity.

We are:

- Open, honest, fair and straightforward
- Receptive to change and challenge
- Pioneering and outward facing
- Trusting, respectful and supportive of each other
- Prepared to listen to advice
- Empowering of others

Our Schools

Appleton Roebuck Primary
Brayton Church of England Primary
Kellington Primary
Kirk Fenton Church of England Primary
Monk Fryston Church of England Primary and Saxton Church of England
Primary (federation) Riverside School, Tadcaster
Sherburn High School
Sherburn Hungate Primary
South Milford Primary
Tadcaster Grammar School

We want all of our schools to retain and celebrate their distinctive identity; it is the strong structure and partnership within our Trust which can enable strong practice to exist in all our schools.

We often talk about being '*stronger together*' through the collaborative, collegiate approach we take within the Trust.

It is a model of close partnership; our Trust has been successful because it has been founded on a group of schools with both a tight geographic footprint and most vitally many years of working together through shared vision, values and culture. We have developed many shared approaches including with regard curriculum planning, teaching and learning and opportunities to share specialist roles across more than one school. The Trust also provides appropriate levels of quality assurance, challenge and where necessary support within the partnership; we do this building on strong existing and well established relationships.

Together we want to provide greater opportunities for recruiting new staff, to retain our existing staff, facilitate leadership development and enhance staff professional development. Our aim is to be an excellent, ethical, employer. As a previous Teaching School, STAR will continue to offer Initial Teacher Training and has many leaders with accreditations such as LLE and SLE. Moving forwards, we are excited to be working with the Selby and Wakefield Teaching School Hub on the roll-out of the Early Careers Framework, NPQs and other threads of CPD in our locality.

At a time of reduced funding in schools, our formal partnership has already been able to achieve 'better value' and financial stability, by having more efficient central and shared services and through the partnership to focus more resources on teaching, learning and student support. As a Trust of over 4000 students, and 11 schools, we have access to significant School Condition Allocation (SCA), which enables us to access significant capital funding to invest in improvements to our school estate.

We provide support and challenge through effective governance and accountability at local level with Local Governing Bodies which are linked through to the Board of Trustees through a Scheme of Delegation. At all levels

there are highly evolved and consulted planners, guidance, advice and support.

If you would like any further information, please do not hesitate to [contact me](#).

Best wishes,

Ian Yapp
Chief Education Officer
STAR Multi-Academy Trust

**JOB DESCRIPTION
RECEPTIONIST/ADMINISTRATOR**

POST: Receptionist/Administrator	
GRADE: C	
RESPONSIBLE TO: School Business Manager/ Headteacher	
STAFF MANAGED: None	
<p>JOB PURPOSE: To provide Front of House/Administration support service to Sherburn Hungate Primary School to support and enhance the educational provision it provides.</p>	
<p>JOB CONTEXT: Works within the busy environment of the school office, managing the front of house for the school, providing a reception/administrative service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.</p> <p>The STAR MAT is committed to safeguarding and promoting the welfare of our children. We have a robust safeguarding policy and all staff receive training relevant to their role at induction and throughout employment. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. All staff participate in the STAR MAT's performance management scheme.</p>	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> ● Deal with all Reception duties, answer all external calls and deal with parent/pupil enquiries ● File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy. ● Compile standard letters, documents, orders and lists as directed by the SBM or Headteacher. ● Assist with reprographics as required. ● Undertake simple financial tasks as directed by SBM. ● Input transactions onto SAGE financial management system, as directed by SBM. ● Maintain and update all necessary records using manual and computerised systems and check entries.

	<ul style="list-style-type: none"> ● Assist in the collation of materials, eg. school brochures ● Maintain a diary of appointments and activities for the school. ● Support and respond to enquiries and concerns raised by parents, children or staff and redirect the stakeholders as appropriate to members of the staff team for specialist support.
Communications	<ul style="list-style-type: none"> ● Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries. ● Communicate effectively with other staff, visitors, children and their families/carers. ● Attend staff meetings and training days by agreement with the Headteacher. ● Support the administration of promoting the school through, for example, the school website, social media, press and advertising
Resource management	<ul style="list-style-type: none"> ● Place stationery orders as instructed by SBM/Headteacher ● Ensure organisation of resource orders received into school ● Participate in training and other learning activities and performance development as required ● Highlight additional training and supervision needed to build on your skills and knowledge
Safeguarding	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role ● Maintain confidentiality as appropriate ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
Systems and Information	<ul style="list-style-type: none"> ● Be aware that different types of information exist (for example confidential information, personal data and sensitive personal data), and appreciate the implications of those differences ● Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> ● To comply with the MAT policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.

Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health & Safety Policy and Procedure.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the equality Policy Statement. ● Develop your own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● The STAR MAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with MAT Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.
Date of Issue	April 2022

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.

PERSON SPECIFICATION – RECEPTIONIST/ADMINISTRATOR

Essential Upon Appointment	Desirable On Appointments
<p>Knowledge Knowledge of administration and office systems</p>	<p>Knowledge of school administration systems</p>
<p>Experience</p>	<ul style="list-style-type: none"> ● Previous experience in an administrative/clerical role ● Experience of working in a school environment
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Computer literate ● Excellent interpersonal and communication skills ● Satisfactory level of numeracy and literacy skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> ● GCSE Maths Grade C ● GCSE English Grade C 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Excellent interpersonal skills ● Ability to work independently, take direction and work as part of a team ● High standards and expectations of self and others ● Good time management, punctuality and organisational skills ● Able to maintain confidentiality, enthusiasm and sense of humour ● Ability to work to deadlines 	
<p>Other Requirements</p> <ul style="list-style-type: none"> ● Ability to form and maintain appropriate relationships and personal boundaries with children, young people and members of staff ● Ability to adhere to the STAR MAT's and school's policies and ethos 	<ul style="list-style-type: none"> ● Sense of humour! ● Pleasant manner

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| <ul style="list-style-type: none">● To be committed to your own continual professional development● To want to make a difference for the children of our school● Enhanced DBS clearance required | |
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