



Email: head@bolderacademy.co.uk
www.bolderacademy.co.uk

June 2018

Dear Candidate,

A Bolder Future Awaits – Receptionist / Administrator Application Pack

Salary: £16,971 per annum - Scale 2 point 11
36 hours a week – 39 weeks a year

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

The opportunities to be part of a team that is making history and in creating a school that truly stands apart are significant: you will be supporting the shaping of the administrative and reception functions as well as sparking enthusiasm and excitement about Bolder.

Bolder Academy is a new, mixed, non-denominational school opening in September 2018 to 150 students. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Starting with year 7, we will get to know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink, appearing to read 'Heidi Swidenbank', with a horizontal line underneath.

Heidi Swidenbank
Headteacher



The Bolder Way and You

Bolder Academy will be an exceptional place to work. We know that by joining the team, at this stage, a Bolder future truly awaits you.

Creating a different kind of education and securing a brilliant administration for our staff and students, requires a certain type of employee.

Our vision is one of excellence and ambition which is founded on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, brilliance.

As a member of staff, you will play an integral part in shaping and developing the Academy's culture from its inception. You, as a founding member of staff, will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

Further information about the Academy can be found on our website www.bolderacademy.co.uk

To apply, please complete the application form and email it to: head@bolderacademy.co.uk

If you do have any questions or you would like a word copy of the application, please email Heidi Swidenbank on head@bolderacademy.co.uk.

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview.

Bolder is an Equal Opportunities Employer.

Timeframe for Recruitment

| | |
|-------------------------------|--|
| Closing date for applications | Wednesday 27th June at 9am |
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Person Specification - Receptionist / Administrator

| | Attributes, skills, experience |
|------------|---|
| 1. | A high standard of written communication. |
| 2. | Well organised, with the ability to meet deadlines in good time. |
| 3. | Excellent time management skills. |
| 4. | A good standard of verbal communication with parents/carers, visitors and students. |
| 5. | A high level of personal responsibility and confidentiality. |
| 6. | An effective team player. |
| 7. | Fully conversant with IT, including the Internet and MS Office products. |
| 8. | Attention to detail and systematic. |
| 9. | Able to input data highly accurately using the Academy's database (likely to be SIMs). |
| 10. | Willingness to 'roll sleeves up' and support with various elements of the set-up project. |
| 11. | Takes pride in their work. |
| 12. | Willing to undertake first aid duties and training. |
| 13. | Willing to support with the supervision of students at break. |
| 14. | Enthusiastic and great interpersonal skills. |



Job Description – Receptionist / Administration

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36 hours a week – 39 weeks a year*

There will be occasional evening work which will need to be completed and these hours will be taken as time off in lieu.

**Purpose of Job: To operate the main Bolder Academy switchboard;
To welcome parents and visitors to Reception.**

Reports to: Lead Administrator

DUTIES AND RESPONSIBILITIES:

- To operate the main Academy switchboard, answering and directing enquiries to the appropriate member of staff promptly and professionally.
- To welcome parents and visitors to the Academy, dealing with all general enquiries in a friendly and efficient manner.
- To be responsible for the smooth running of the reception area.
- To ensure the reception area is welcoming and tidy at all times.
- To operate the visitors' security pass system.
- To undertake first day calling for any student who is absent.
- To provide administrative support to the whole of the Academy (including word processing, using excel, publisher).
- To report to the Site Manager the activation of the Main Fire Alarm Panel located in Reception.
- To administer First Aid (following certified training provided by the Academy).
- To undertake general office duties as required including incoming and outgoing mail.
- To work with individual students during prep or intervention time.
- To undertake a break duty.
- To ensure health and safety procedures and child protection procedures are followed at all times.
- To put together displays around the school.
- To set up for meetings and parents' evenings.
- To undertake any additional responsibilities requested by the Headteacher.