

ST MARY MAGDALENE ACADEMY

Trust • Compassion • Forgiveness • Integrity • Resilience • Thankfulness

Receptionist/Administrator
INFORMATION FOR CANDIDATES

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LETTER FROM THE HEADTEACHER

Thank you for showing interest in the post of Receptionist/Administrator. Information about the Academy and an application form can be found on our website www.smmacademy.org. I hope that this information pack will give you enough information to encourage you to apply for the post.

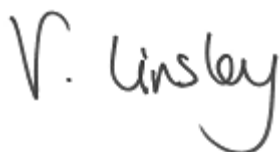
Please apply via the TES Platform or by downloading the application form from our website www.smmacademy.org, **please do not send CVs**. In completing your personal statement please ensure that it is no more than two sides of A4 paper and explain why you believe you meet the requirements for the post. We are committed to providing equal opportunities to all sections of the community, we would therefore ask you to complete the equal opportunities monitoring survey form to enable us to review and improve our recruitment and selection procedures.

The Academy specialises in Global Citizenship and as part of this we are committed to a sustainable future for the planet. In conjunction with Islington's own Green Transport policy the Governors will encourage and support those who use public transport. Although the Academy has no on-site parking facilities the Academy is five minutes' walk from Highbury and Islington Station (Victoria, London Overground and First Capital Connect Lines) and seven minutes' walk from Holloway Road Station (Piccadilly Line).

The closing date for applications will be **9am on Monday 24 July 2023**.

If we have not contacted, you by Friday 4 August you should assume your application has been unsuccessful on this occasion. If you require any more information about the post or the Academy, please do not hesitate to contact me.

Yours sincerely



Ms V Linsley
Headteacher

ADVERTISEMENT

Apply by: Monday 24 July 9am

Salary: Scale 4 point 8 - £26,852.13 Actual Salary

Location: London Borough of Islington

Contract type: Full Time 8am – 5pm, based at our Clerkenwell Parochial Campus, Amwell Street, London EC1R 1UN.

Contract term: **Permanent** – Term Time Only plus 5 days

Employer: Hive Education Trust

Address: Liverpool Road, London, N7 8PG

We are seeking to appoint a highly efficient and organised Receptionist/Administrator to provide a professional and welcoming reception and to carry out administrative tasks as necessary.

The post-holder will be based at reception at Clerkenwell Parochial Campus: the Academy's second site which is used by the Sixth Form.

The successful applicant will have strong communication skills, both oral and written, and be a confident user of ICT packages. Good level of interpersonal skills to enable liaison with staff, parents/carers, pupils and any external organisations in a calm and confidential manner.

When The Good Schools Guide visited us they described us as “a shining example of an excellent school” where “fabulous, engaged and open-minded students listened to each other and spoke kindly of each other”

An Information pack can be downloaded from the TES platform or our website.

Applications should be sent via the TES platform or by downloading an application form from our website, to arrive no later than 9am on **Monday 24 July**.

For further information email recruitment@smmacademy.org.

St Mary Magdalene Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please also note that as part of the Academy's safe recruitment procedure successful candidate will undergo the enhanced DBS check.

JOB DESCRIPTION

Job Description

Main Purpose of the Job:

Provide an efficient and welcoming reception.
To carry out administrative tasks as necessary.

Main duties and responsibilities:

- Ensure that all visitors are greeted professionally and their enquiries dealt with promptly.
- Answer the telephone in a friendly and timely manner.
- Provide staff with information about visitors or telephone conversations promptly.
- Making sure that visitors, parents and students are treated with respect and their enquiries dealt with in a positive manner.
- Ensure that all visitors and staff comply with security procedures; signing in on entry and signing out when they leave.
- Ensure that there is an accurate record of all visitors so that fire safety policies can be effectively implemented.
- Use the SIMs data base to access student details, reports, etc.
- Support with administration. Including parent communication via our MIS, attendance admin, proof reading letters, post and other admin tasks as required.
- Provide a friendly and helpful administrative service.

The post-holder may be required from time to time to undertake other duties the Academy as directed by the Headteacher, The Senior Team or their Line Manager.

There is a clear dress code for Administration staff.

The Academy will provide any training requirements required.

PERSON SPECIFICATION

Person Specification

The selection of candidates will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Specialist Skills and Experience

Good telephone and communication skills.

Good level of interpersonal skills to enable liaison with staff, parents/carers, pupils and any external organisations in a calm and confidential manner.

Experience of working in a school is desirable.

Personal Qualities

The successful application will above all have a confident, calm, good communicator, positive and 'hands on' attitude towards his/her work, together with a sense of humour.

Ability to work as part of a team and on their own initiative.

FURTHER INFORMATION

St Mary Magdalene Academy is a Church of England all-through Academy which opened in September 2007 in an award winning building designed by Feilden Clegg Bradley Architects.

The Academy specialism is Global Citizenship and the creation of well-rounded young people, able to take their place in the local, national and international community is at the heart of all we do. The focus on happy, successful children influences the way that we approach education.

The Academy is made up of both Primary and Secondary age children. In September 2013 we opened a special Free School for high functioning Autistic children know as The Courtyard. The Secondary is highly oversubscribed with over 1000 applications for the Year 7 intake in each of the last four years. September 2013 saw the first year of pupils admitted to Year 7 under an extra criteria of Aptitude, for which they sit an exam.

The all-through Academy provides the opportunity for Primary pupils to gain from the specialist facilities and subject knowledge of Secondary teachers. It allows for a smooth transition from Primary to Secondary with first-hand knowledge of curriculum delivery across all the Key Stages.

The Lower School curriculum (Years 7-9) aims to provide a rich, broad and balanced curriculum and includes the Independent Schools Examination Board examination at the end of Year 8 followed by a foundation year programme in Year 9. The Upper School curriculum (Years 10 and 11) continues the broad and balanced approach with pupils studying 9 GCSEs. English Language, English Literature, Mathematics, Science, RS and either a Language, Geography or History provide the core, although many will continue with both Humanities and a Language. Pupils are then given free choices from a large number of options.

The Secondary School includes an academically selective Sixth Form which opened in September 2009 and offers students a wide range of A Levels. The Sixth Form is recognised nationally as an outstanding provision and consistently features in the top 10 comprehensives at sixth form and at the top of the local Islington 'league table'.

The Academy's Sponsors are the London Diocesan Board for Schools who have contributed to the £43 million cost of the Academy. They have succeeded in their vision to create an inspirational community of learning and achievement that will make a positive contribution to community cohesion in Islington.

The Governors are committed to providing an outstanding educational experience and their aim is that the Academy is a Christian community of learning which nurtures fulfilled young people who are high achievers discovering their vocation in a global society.

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Thank you for your interest in this position. If you have any questions or queries please contact recruitment@smmacademy.org