



**RECEPTION AND ADMIN ASSISTANT**  
**Etonbury Academy**



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**[etonbury.org.uk](http://etonbury.org.uk)**

**[bestacademies.org.uk](http://bestacademies.org.uk)**



# INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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**Etonbury Academy**

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[www.etonbury.org.uk](http://www.etonbury.org.uk)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

We provide exceptional education to over 5,000 children across Central Bedfordshire, from nursery age to advanced level study.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at [www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)



## HELLO AND WELCOME TO ETONBURY ACADEMY

Set in rural Central Bedfordshire, Etonbury Academy provides a broad and extensive curriculum for children aged 9 to 16 years, and in 2023 we will be opening our Sixth Form. We're a local school, with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to none. So too is our commitment to pastoral care. This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in Year 5 at Etonbury Juniors, and move up to our secondary school in Year 7. With over 900 students, and separate buildings for Junior and Secondary school children we provide a nurturing environment for our children to receive an excellent Etonbury Experience. We know our children.

Together we make Etonbury Academy a school to be very proud of. In 2020 we were awarded **OFSTED GOOD** provider, were recognised as a **UK Top 100 performing and improving school**, gained Music and Arts Marks. We provide professional development for aspirational staff and access the teaching school, colleges and apprenticeship levy to make this happen.

Our proven track record gives you every reason to consider Etonbury as the right school for you.

## ABOUT THE ETONBURY SUPPORT STAFF TEAM

We have a friendly and approachable team of staff supporting teaching and learning located across the school. The support team is an essential part of our school and often front facing, working together to get projects completed when needed.

**ETA WAY - Everyone is respectful - Together we care - Always aim higher**



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Go to our website [etonbury.org.uk](http://etonbury.org.uk) and download the application form in word format or click on the role at the bottom of the page and launch [mynewterm.com](http://mynewterm.com)

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

**We look forward to receiving your application.**



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Reception and Admin Assistant
<b>Based at</b>	Etonbury Academy
<b>Salary/Grade Range</b>	NJC Scale 2a Points 3-4 pro-rata  (FTE £18,887 – actual salary for 37hrs £16,373)
<b>Responsible to</b>	School Manager
<b>Hours</b>	37 hours a week, term time only (including five training days), Start time 8am - 4pm (4 days) and 8am - 3.30pm (1 day).  <i>Job share applications considered (3 days and 2 days split)</i>

### ***Purpose of Role***

This role is primarily providing an effective reception service for visitors, staff, governors, contractors and parent/carers ensuring a friendly and efficient first point of contact. You will also provide an effective, flexible and responsive administration support service.

### ***Duties and Responsibilities***

#### **Reception**

- Be the welcoming face of the school to all visitors, contractors and members of the community with a positive and helpful manner.
- Accurate record keeping of visitors issuing ID badges/lanyards and creating badges for staff and governors
- Maintain the telephone system and arrange changes
- Administration of messages and letters using the Management Information System
- Maintain the archive records log, arranging secure disposal of records annually
- Monitor and distribute etaoffice@ inbox effectively
- Ensuring the reception area and meeting rooms are tidy and clean at all times.



## Reprographics

- Provide an efficient reprographics service to the school
- Monitor school calendar and liaise with departments to ensure adequate paper stocks
- Distribute paper to the school photocopiers
- Monitor the management system, department usage and provide monthly reporting
- Generate staff accounts
- Ensure consistency of signage and other printed materials including their design.
- Organising engineers promptly for faults and servicing.

## Other

- Provide website and social media support
- Oversee student monitors workload, and ensuring their professional approach to working in reception including uniform and work ethic
- Distribute and advertise lost property to parents/carers and students
- Support uniform sales
- Provide First Aid support and cover medical during absences - training will be provided
- Provide administrative support in the absence of colleagues
- Follow all school and Trust policies and procedures
- Maintain confidentiality at all times
- Be a positive and supportive team member
- Undertake training to support exam invigilation
- Undertake any other administrative support of a similar level as required.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.



## PERSON SPECIFICATION

### Reception and Admin Assistant

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Maths and English GCSE or equivalent</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Previous administrative experience and used to working with limited support</li> <li>• A good knowledge of MS Outlook, Excel and word</li> </ul>	Previous reception experience
<b>Relevant Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Have excellent administrative skills with extensive knowledge of Word, Excel or similar</li> <li>• Good organisational skills</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work effectively as a member of a team and on own initiative, to ensure consistency of messages</li> <li>• Ability to manage time effectively, organise and prioritise personal workload, working efficiently under pressure</li> <li>• Ability to work with autonomy within set boundaries</li> <li>• Able to deal with telephone and face-to-face enquiries and difficult conversations efficiently, calmly, and confidentially</li> </ul>	Knowledge of school safeguarding policies and procedures or a willingness to undergo training



<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>● Maintain confidentiality at all times</li> <li>● Ability to lift and carry parcels and packages</li> <li>● Ensuring that all school and trust policies are adhered to including child protection safeguarding, health and safety, equality and diversity</li> <li>● Willingness to undertake further training including First Aid</li> <li>● Willingness to be flexible during absences and cover when required</li> <li>● DBS clearance prior to taking up post</li> </ul>	<p>First Aid at Work certificate</p>
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