



Cheney School

Think for yourself; act for others



JOB INFORMATION PACK

Student Receptionist and Pastoral Administrator

HEADTEACHER'S WELCOME

We are a school: we will educate a new generation to view the world critically, make their own decisions, and act in a way that benefits the wider community, not just themselves.

This is summed up in our motto, "think for yourself; act for others."

Cheney is a genuinely comprehensive school, in the best sense of the term, with a fully inclusive intake, which represents not just our catchment area, but also modern Britain.

The ideals of the comprehensive movement have been met in Cheney, in a way that is very rare.

We value creativity over conformity; education over league tables; the needs of students over data; self-discipline over sanctions; nuance over simplification; curiosity over acceptance; honesty over

reassurance; the judgement of our community over the judgement of the official world.

We value emotional intelligence equally to academic intelligence; well-being equally to success; self-knowledge to factual knowledge; humanity to rigour.

This is not to say that the things we value less are worthless; in their place, and in their time, quite the reverse.

In fact, we believe if we get the first things right, the second will follow.

Please contact us if you have any questions or would like to visit.

While you are here, you might like to visit the Rumble Museum, the only Arts Council-accredited museum in a state school, and a great example of what creativity and curiosity looks like at Cheney.





GREAT REASONS TO WORK AT CHENEY



Noticeable warmth and friendliness of staff and students



Employee Assistance Programme – free counselling and practical advice



Genuine priority of staff workload in decision making



Comprehensive support programme for ECTs



Positive commitment to the environment (Sustainable Secondary of the Year 2024)



Thoughtful and extensive CPD offer for all teaching and support staff



Cycle to work scheme, E-bike loan scheme and EV charging



Staff social events, sport and other activities



TESTIMONIALS FROM STAFF

“Everyone is encouraging and wants you to succeed and fulfill your potential.”

“I feel valued and feel part of something beautiful.”

“The staff really make the school, it is because of them that the school is such a nice place to work.”

“The school obviously cares about its pupils, but it cares about its staff just as much.”



RIVER LEARNING TRUST

Cheney School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools across Oxfordshire and Swindon, and a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

THE TRUST'S SCHOOLS

We currently educate around 16,000 pupils and have around 2,200 colleagues working in the trust. The SCITT (school-centred initial teacher training provider) trains around 110 trainees a year in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gillotts School
Gosford Hill School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Edward Field Primary School
Garsington CofE Primary School

ALTERNATIVE PROVISION

Meadowbrook College

TEACHER TRAINING

OTT SCITT

TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



JOB DESCRIPTION

Title of Post:

Student Receptionist and Pastoral Administrator

Contract Terms:

Full time, term time

Grade:

Grade 6, pay scale point 8-13

Accountable to:

Deputy Headteacher

Job Purpose:

The Student Receptionist and Pastoral Administrator provides a consistent, welcoming presence at Student Reception, our dedicated point of contact for students throughout the school day. The role also carries responsibility for administration of the school's student medical records, and provides administrative support to the year teams and wider pastoral team.

Main Responsibilities:**Student reception**

- Act as the first point of contact for students at Student Reception, signing students in and out during the school day.
- Check the daily exemptions list for students arriving late, and set appropriate sanctions as required
- Challenge students directly and constructively about lateness, following up consistently so that patterns are addressed early.
- Manage day-to-day uniform issues in line with school policy.
- Manage mobile phone issues in line with school policy.
- Liaise with parents and carers to confirm permission for students leaving early, or to report concerns, share updates or request information.
- Maintain frequent, open communication with year teams, pastoral offices and the Behaviour Team.
- Maintain accurate records of sign-ins, sign-outs, lateness and sanctions issued.

Medical Administration

- Take responsibility for maintaining accurate, confidential medical records for all students.
- Liaise with parents, students and pastoral/year teams to build and maintain a clear, up-to-date understanding of individual students' medical needs.
- Ensure medical information is shared with teaching and support staff who need to know it.
- Complete first aid training and maintain certification throughout employment.
- Attend specialist training in order to write Individual Healthcare Plans (IHPs) for students with medical needs,
- Draft and maintain individual healthcare plans for students with allergies or other health conditions, and keep related risk assessments up to date in line with DfE statutory guidance,
- Maintain the medical room's stock of medication, checking use-by dates regularly and contacting parents and carers to arrange replacements where needed.
- Prepare individual medication packs for students going on school trips.

Administration for the Pastoral and Year Teams

- Provide day-to-day administrative support to the year teams and wider pastoral team, preparing a range of paperwork and records as required.
- Support the administration and setup of parents' evenings as required.

JOB DESCRIPTION

Title of Post:

Pastoral Leader.

Contract Terms:

Full time, term time.

Grade:

Grade 9, pay scale point 23-26.

Accountable to:

Head of Student Progress.

General Responsibilities:

- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos of Cheney School and the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

(E) Essential

(D) Desirable

Qualifications & Training

- GCSE English and Maths at grade 4/C or above, or equivalent. (E)
- A qualification in business administration or a related field. (D)
- Emergency first aid certificate already held. (D)

Experience, Skills and Knowledge

- Experience working in a busy reception, office or customer-facing environment. (E)
- Experience working with children or young people in a school or similar setting. (D)
- Experience using a school management information system (for example, Bromcom or SIMS). (D)
- Excellent written English, with the ability to draft clear, accurate emails and letters. (E)
- Good numeracy skills, with the ability to check figures, dates and records accurately. (E)
- Competent in Excel and other office software, and an accurate, efficient typist. (E)
- Confident and clear telephone manner. (E)
- Able to remain calm and consistent when managing a busy, front-facing role. (E)
- • Experience with pastoral or behaviour-monitoring systems. (D)

Personal Attributes

- Warm, welcoming and professional manner with students. (E)
- Confident to challenge students directly and constructively, rather than simply passing issues on. (E)
- Reliable, punctual and well organised. (E)
- Discreet, with the ability to maintain confidentiality. (E)
- A genuine commitment to safeguarding and promoting the welfare of children. (E)

Safeguarding

- Understanding of current statutory processes, procedures and associated documentation (E)

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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