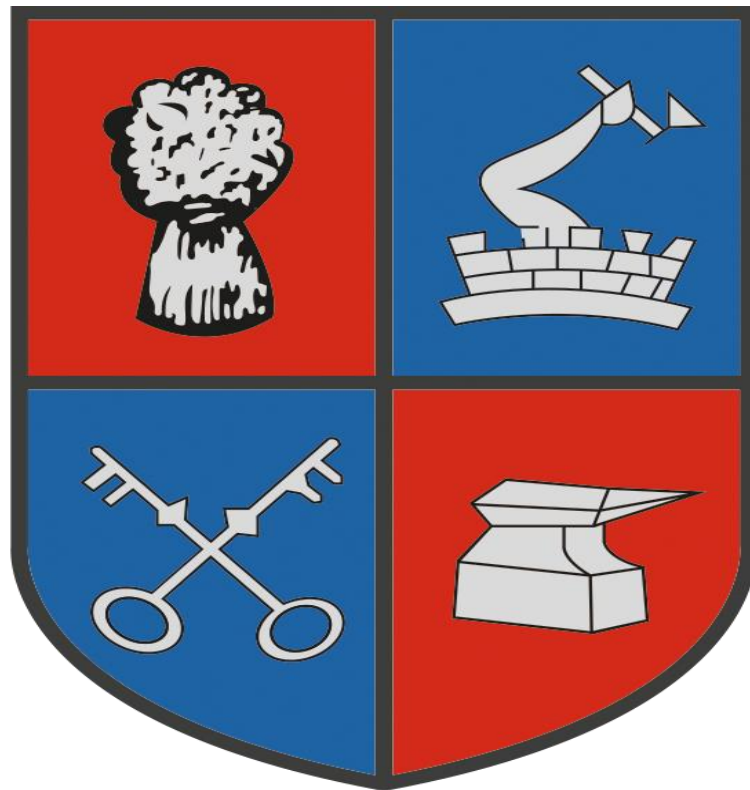


Saltley Academy



Receptionist/Admin Assistant Candidate Pack



**Washwood Heath
Multi Academy Trust**
Respect Collaboration Aspiration



Saltley Academy - Candidate Pack

Headteachers Welcome

Welcome to Saltley Academy. Thank you for considering a career at Saltley Academy and showing an interest in the role of Receptionist within our School.

We are a vibrant and forward-thinking educational institution committed to providing an exceptional learning environment where every student can flourish. Our staff are at the heart of what we do, and we are dedicated to creating a supportive and dynamic workplace where professional growth and personal development are encouraged.

Saltley Academy is a leading educational institution situated in Birmingham. Our mission is to inspire and empower students to achieve their full potential through a commitment to excellence, inclusivity, and innovation. We offer a range of academic and extracurricular opportunities designed to support and challenge our students, preparing them for success in their future endeavours.

Our values include:

- Excellence: Striving for the highest standards in all aspects of our work.
- Inclusivity: Creating an environment where everyone is valued and respected.
- Innovation: Embracing new ideas and approaches to enhance teaching and learning.
- Collaboration: Working together to achieve common goals and support one another.

Our staff are passionate, dedicated professionals who contribute to a thriving and positive school environment. We invest in our team by providing opportunities for continuous professional development and fostering a culture of support and collaboration.

Saltley Academy is part of the Washwood Heath Multi Academy Trust.

This Candidate Pack is designed to give you an overview of our academy, the role we are recruiting for, and the qualities we seek in our candidates. We hope it helps you understand what makes Saltley Academy a great place to work and guides you through the application process.

Paul Marano

Headteacher





Saltley Academy - Candidate Pack

About Our School

We are proud not just of our examination results, but also our commitment to valuing each individual/pupil, celebrating all the cultures of our city and country and being the best we can be.

Our 'Academy Pledge' as a Rights Respecting School is as follows; "Saltley Academy is founded on the principle of all respecting the dignity and rights of each and every individual. Respectful relationships are at the core of this learning community, which will enable our young people to respect all whom they meet and to understand and develop the skills they need to embrace the responsibilities of being an outstanding learner and an active, contributing and content citizen."

Saltley Academy provides outstanding learning opportunities for our pupils, in a safe and caring environment. Our pupils feel that they belong to the school, have a voice and are treated equally. Being a member of Saltley Academy transforms not only your life but all the lives of our Academy community. We work alongside other schools and institutions, so we can inspire our pupils to be outstanding, life-long learners, who are also taught and guided by the inspirational staff here at Saltley Academy.

With the skills and personal qualities that are required for a happy and successful life and career, Saltley Academy prepares pupils for adult life, as respectful and responsible citizens in multi-cultural Britain. In a school where real success is recognised and celebrated, Saltley has the highest expectations for academic progress and personal standards. We also encourage our pupils to believe in what they can achieve. Providing every opportunity possible for them, we aim to be a shining example of excellence in teaching and learning.

School Vision & Ethos

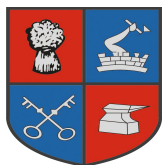
Saltley Academy is committed to developing outstanding learners. This means that all students will have the opportunity, guidance and care to ensure that:

- They achieve academic excellence;
- They are respectful and respected;
- They are safe, guided and cared for, while developing independence, resilience and creativity;
- They develop as happy, successful, respectful and responsible citizens, who will play a positive role in the school, the community and society as a whole;
- They develop the skills and qualities needed to do this, which will prepare them for further study and the world of work;
- They have a wide range of enriching experiences and different learning opportunities;
- They have access to excellent teachers, quality support staff and superb facilities and technology;
- They are able to be the best they can be.

Curriculum Overview

Our ambitious curriculum at Saltley Academy is built to inspire and challenge students, giving them opportunities to develop and become outstanding learners. It aligns with the WHMAT strategic vision for teaching and learning as it is both broad and rich, underpinned by our principle of respecting the rights of all in our community, and meets individual needs, allowing all students to secure outstanding achievements.

We aim to provide our students with a breadth of knowledge, skills and experiences that enable them to reach their full potential academically, culturally, socially, morally and spiritually. As a Rights Respecting School, Articles 29 (the goals of education) and 31 (the right to leisure, play and culture) are central to the aims of our curriculum.



Saltley Academy - Candidate Pack

At Saltley Academy students will:

- Experience a broad, rich and inspiring curriculum
- Be literate and numerate
- Learn to become active citizens
- Learn and develop the Saltley Outstanding Learner Qualities needed for success in life, including becoming confident, articulate orators
- Prepare for and secure the foundations for future progression

Outstanding Learner

The ten Outstanding Learner Qualities (OLQs) that students learn about and are expected to develop are embedded in each aspect of the school and feature in the form time and assembly curriculum. We see these qualities as integral to success and becoming life-long learners.

- Respect – Show it to earn it
- Independence – Show your skills
- Resilience – Show commitment
- Communication – Be understood
- Innovation – Be creative
- Leadership – Take responsibility
- Reflection – Take time to evaluate
- Knowledge – Apply it
- Collaboration – Be a team



Broad and Rich Curriculum

At KS3, the curriculum is broad, and students experience the full National Curriculum through each subject's learning journey, giving them opportunities to explore each subject and become junior experts e.g. junior historians whilst learning the key knowledge and principles required. Each learning journey has been carefully planned for all to make progress towards goals, sequenced to make sense and build on prior learning. Subjects make links with each other which allows students to make further meaningful links with knowledge information and skills and gives them further opportunities to recall and practise this knowledge and skills. Our curriculum at KS3 inspires students to develop the skills of enquiry and curiosity in order that they become lifelong learners.

Our curriculum is ambitious for all and academic rigour is integral to every curriculum pathway at KS4. Students are carefully matched to their pathway to ensure they are able to reach their potential, achieve academic success and continue their learning at Post 16 on the course of their choice. The English Baccalaureate suite of subjects is the most ambitious pathway, giving a breadth and depth of curriculum that will enable any chosen path in further education. The majority of students will take the Ebacc, while students who demonstrate the commitment, resilience and aptitude required, will also study separate Sciences instead of Combined Science. The majority of students will achieve 9 GCSEs at the end of Year 11, with selected students working towards 8 GCSEs, with an addition focus on the core subjects English and Maths.

Our curriculum maintains the flexibility needed for some of our students with high level SEND, either in mainstream or in the Bridge (our Resource Base for pupils with Autism). We are able to offer Asdan for preparation for life skills, and allow students to work towards Entry Level in the core subjects before taking the GCSEs in these subjects.



Saltley Academy - Candidate Pack

Job Description

Job Advertisement: **Receptionist**

Saltley Academy is seeking to appoint a suitably qualified, hard-working and enthusiastic receptionist to support the work of the Administration team by being a professional, effective and efficient Receptionist.

Grade: GR2

Line managed by: Office Manager

Contract Type: Full-Time – Term Time Only + 2 weeks / Permanent
[Birmingham]

Location: Saltley Academy,

About Us:

Saltley Academy is a thriving educational institution committed to excellence and inclusivity. Our mission is to provide a supportive and enriching environment where every student can achieve their full potential.

Job Purpose

The provision of full support to the Headteacher to ensure the effective administration of the school and reception

Main Duties and Responsibilities

Whilst acting as a committed member of the Administration Team, the post-holder will undertake:

- Reception and switchboard support to the Academy in main reception
- Take telephone calls and deliver messages as appropriate
- Administering the Visitor Management System
- Receive, sign in and deal with or direct pupils, parents and other school visitors as appropriate adhering to the Trust's Safeguarding Policy
- Responsible for keeping the reception and seating area tidy at all times, liaising with the caretaking team if required
- Provide clerical support to the academy's administrative function
- Oversee the creation and distribution of ParentPay letters to students and monitor purchased items on ParentPay for accuracy
- Dealing with Shred-it enquiries, keeping a log of filled bags to be collected, throughout the Academy
- Accepting small parcels and deliveries
- Receive and sort incoming mail and delivery to appropriate staff
- Record, stamp/frank and post outgoing mail
- Confidential work such as preparation of confidential reports, letters and references
- General administrative duties including photocopying, word processing, laminating, typing and data entry when required.
- Be willing to undertake First Aid and Fire Marshall qualifications. Assisting with First Aid/Fire Marshall duties where necessary
- Support with monitoring the On-call system and notifying the relevant staff members promptly
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings



Saltley Academy - Candidate Pack

- To support the duty teams with undertaking duties as and when required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

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 line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Saltley Academy - Candidate Pack

Person Specification

Job Advertisement: **Receptionist**

Saltley Academy is seeking to appoint a suitably qualified, hard-working and enthusiastic receptionist to support the work of the Administration team by being a professional, effective and efficient Receptionist.

Grade: GR2

Line managed by: Office Manager

Contract Type: Full-Time – Term Time Only Permanent

Location: Saltley Academy, [Birmingham]

About Us:

Saltley Academy is a thriving educational institution committed to excellence and inclusivity. Our mission is to provide a supportive and enriching environment where every student can achieve their full potential. We believe that safeguarding is at the heart of everything we do, and we are looking for a passionate Safeguarding Manager to champion this critical area.

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (relevant work and other experience)	Experience of reception work Experience of a working on a busy switchboard Experience in a general administration environment Experience of Microsoft Office package Experience of using database applications Friendly, approachable, professional manner and appearance	Experience in a school/academy Experience in Arbor Urdu speaking
SKILLS AND ABILITIES (eg written communication skills, dealing with the public)	Able to communicate effectively and accurately both verbally and in writing Able to communicate in a clear and concise manner both on the telephone and face to face Ability to write clear, letters and reports Ability to complete work to the required standards of accuracy and presentation Ability to develop and maintain effective working relationships with a wide range of people Ability to work on own initiative Ability to work under pressure and to deadlines Knowledge of standard office procedures Knowledge of standard office equipment	



Saltley Academy - Candidate Pack

	Knowledge of Data Protection/GDPR	Knowledge of Keeping Children Safe in Education
TRAINING	Willing to undertake job related training	
EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	A*-C in GCSE English or equivalent A*-C in GCSE Maths or equivalent	NVQ L2/L3 Business Administration or working towards
OTHER	An awareness, understanding and commitment to equal opportunities	
CONTRA INDICATOR	Record of offences against children	

Equal Opportunities

Saltley Academy is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage applications from all individuals regardless of race, gender, disability, sexual orientation, or age.

If you meet these criteria and are passionate about making a difference in the lives of students, we encourage you to apply for the Safeguarding Manager position at Saltley Academy.

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential. **We:**

- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- are part of the WHA Trust that provides numerous professional development opportunities

Informal conversations are warmly welcomed. Please contact Sonia Clarke 0121 566

Application Packs are also available to download from our website on www.saltley.academy