



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



RECEPTIONIST

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We comprise of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans
Chief Executive Officer
The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career.
- Being part of a caring, collaborative and excellent community.

About this Role:

We are looking to appoint a part time receptionist working Monday and Tuesday 8.15am – 4pm to join our friendly and supporting front of house team.

We are look for a candidate who is:

- committed to providing a professional and positive welcome to all visitors to our school
- can work on their own initiative as well as part of team
- provide efficient and effective management of the main reception, responding quickly and professionally to all incoming enquiries.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

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We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

We seek applicants for our roles who share our vision and values.

Why work for us?

- Internal career opportunities
- Good opportunities for personal and career development
- Employee assistance programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- The opportunity of working within a supportive, friendly environment in this well-run and respected school
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to Work scheme





Dear Candidate

Thank you for your interest in the role of Receptionist at Bradon Forest School. This is an exciting opportunity to work in an experienced, cohesive team in a school that values personal development and well-being.

Part of The Athelstan Trust, Bradon Forest School is a very well-established and respected comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are very proud of our welcoming, respectful community.

Bradon Forest is an inclusive community that prides itself on delivering an excellent education. We believe students and staff should feel valued and be challenged to fulfill their potential through the development of their individual talents and skills. Our Ofsted report in 2023 was very complimentary about the school's strengths and staff are clear that in the current educational climate, Bradon Forest, a place where wellbeing is actively considered, is a great place to work!

I joined the school in September 2021 having worked in two other schools in the trust; The Athelstan Trust core values of 'care, collaboration and excellence' are at the heart of my leadership. We are therefore looking for a dedicated receptionist that has high expectations of themselves, thrives by working as part of a team to support our students and to contribute to the smooth running of the school. In return we can offer you an excellent working environment, collaboration with staff in similar roles across the trust and varied opportunities for your own personal development. You will find us supportive, responsive and caring in our approach to staff wellbeing.

Please read the relevant sections of the website, the job description and contact HR Lead, Mrs Julie Daws, if you would like to discuss the role further or visit the school.

I look forward to hearing from you.

Sarah Haines
Headteacher





BRADON FOREST SCHOOL JOB DESCRIPTION

Job Title:	Receptionist
Location:	Based at Bradon Forest School, Purton
Grade:	NJC Points range 6-8 £25,989 to £26,824 (actual salary £13,533 to £13,968)
Employed for:	22.5 hours per week, 38 weeks per year
Hours:	8.15am – 4pm Monday, Tuesday and Wednesday with a 30 minute unpaid lunch break.

We are looking to appoint a part time Receptionist at Bradon Forest School. You will be part of a supportive and professional front of house team providing a professional and welcoming environment to all visitors.

Key Responsibilities

Main Tasks

- To provide a warm welcome to all.
- To be the main point of contact for all students, parents and visitors at our main reception.
- Ensure that all visitors sign in and where necessary request proof of identity.
- Management of the reception service, answering routine telephone, email and face to face enquiries in a professional manner.
- Ensuring visitors and parent communications are dealt with effectively.
- Maintaining a professional reception, including keeping the area clean, tidy and welcoming.
- Provide general administrative duties routine clerical support e.g., filing, photocopying, emailing, providing admin support where necessary for other school staff.
- Undertake typing, word-processing and other IT based tasks
- Will need to complete first aid training and be available for first aid calls in support of the first aid lead.

Qualifications, Knowledge & Skills

- Previous experience of working in a school or similar environment.
- Experience of working successfully and co-operating as a member of a team.
- Understanding the statutory requirements of legislation concerning safeguarding, including child protection, equal opportunities, health & safety and inclusion.
- Have confident IT skills including word, excel, email and database programs, SIMS would be an advantage.
- To be able to deal with regular interruptions.
- Establish and develop appropriate relationships with parents and governors.





- Be able to communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents and visitors.
- Promote a positive working environment and be able to work under pressure.
- Produce accurate work.
- Ability to work with minimal supervision and to act on own initiative.
- Approachable and empathetic, organised and resourceful.

Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter.
- Staff must work in accordance with the Southwest Child Protection procedures and Child Protection Safeguarding Policy and understand their role within that Policy.

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

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OUR VALUES

WE CHALLENGE OURSELVES TO BE GREAT LEARNERS



WE HAVE ASPIRATIONS FOR OUR FUTURES



WE RESPECT OURSELVES AND OTHERS AND SHOW RESILIENCE WHEN WE FALTER



WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO BOTH INSIDE AND OUTSIDE THE CLASSROOM





Person Specification: Receptionist

	Essential	Desirable
Qualifications & Experience	A good level of Education. Experience of working in a busy environment with conflicting priorities and requiring high levels of accuracy. Working effectively as part of a team. Demonstrate a willingness to attend appropriate training and development. Experience of working with young people.	General clerical/Administrative GCSE grade C or equivalent in maths and English
Skills and Abilities	Ability to organise and prioritise a demanding workload. Resilience and the ability to cope under pressure Proactive and able to look/plan ahead. Ability to use own initiative. Proven communication skills, both written and verbally, the ability to communicate effectively with all people. Excellent time management and organisational skills. Good general ICT skills including competence in using Microsoft, Excel, Word and Outlook.	
Personal Attributes	Excellent communication and personal organisational skills. Good communication and personal organisational skills. Sense of humour. Self-motivated and an ability to motivate others. Ability to remain calm under pressure. Positive attitude, proactive, hardworking and resilient.	Commitment to the wider life of the school
Safeguarding	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	

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