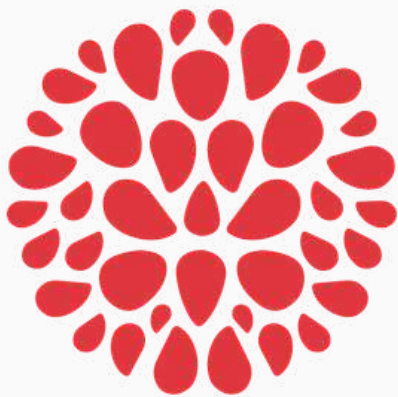




ADVANTAGE
SCHOOLS



THE CHALK
HILLS ACADEMY

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our trust wide education team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

SAFEGUARDING

The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

ABOUT THE CHALK HILLS ACADEMY

- £35 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- Unparalleled CPD opportunities catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a diverse, motivated and responsive group of learners. Seeing the pupils progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive





TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with pupils about expectations, content and outcomes also helps to boost pupil confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess pupils' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help pupils recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, pupils are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares pupils for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and pupils at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

ADVANTAGE SCHOOLS VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, pupils and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Green car salary sacrifice scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues.

Additionally, we offer a wide range of CPD training through various partnerships and platforms, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

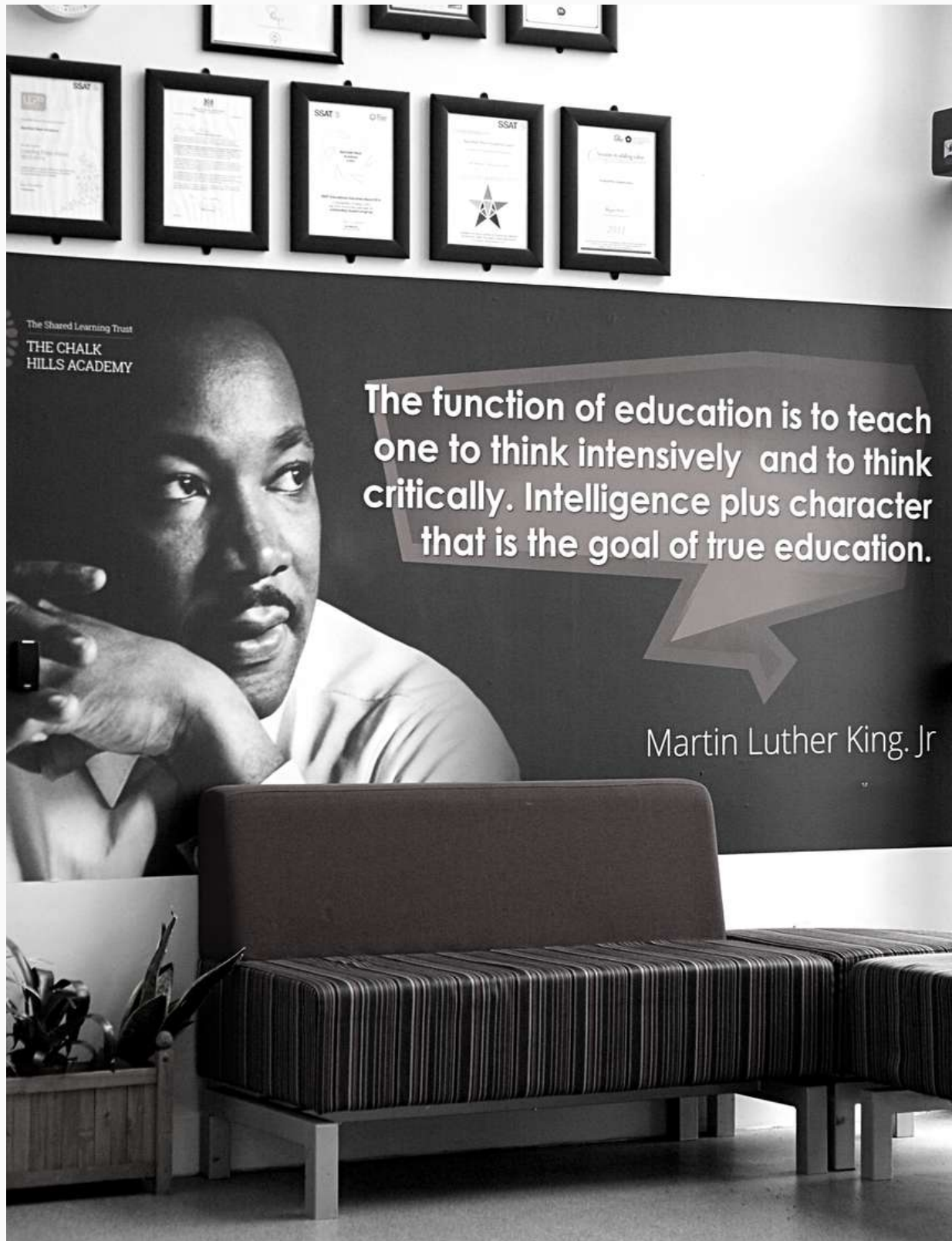
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK

Receptionist and Clerical Assistant

The Chalk Hills Academy is looking for a friendly and self-motivated Receptionist/Clerical Assistant who has experience providing a high level of administrative support within a busy environment. You will join our hardworking and dedicated team of Receptionists and Administrators to run the main reception within the Academy, responding to queries from the public, staff and students.

Experience of working with young people or within a school environment is preferred for this post, however, strong communication, organisation and IT skills and an enthusiastic, proactive approach are equally important in this position. Full training will be given.

We are looking to recruit a Receptionist/ Clerical Assistant who has the right attitude and will represent our positive 'can do' ethos that runs through our Academy. If you want to grow and develop in a fast paced, dynamic and successful Academy, come and join us at The Chalk Hills Academy!

Key Duties

- Manage the school switchboard and reception/student reception areas, responding to queries from parents, students and visitors, taking messages and passing calls to colleagues effectively and efficiently.
- Ensure that the area is kept secure.
- Undertake processing of school correspondence, policies, procedures and documents to support the Senior Leadership Team and teaching staff of the school, ensuring that deadlines are met and confidentiality maintained at all times.
- Maintain computerised systems for student data, achievement records, admissions and attendance; verifying data, identifying and rectifying anomalies and producing all reports and management information as required.
- Support the academy with general clerical duties including opening and distribution of mail, filing, photocopying, emailing etc.
- Training and supporting in Reprographics when required.
- To provide support to the Admin Manager and Business Manager when required
- Make organisational arrangements as required such as those in relation to school visits and trips, school photographer, medical checks.

The successful candidate will:

- Be a friendly, capable person with experience of dealing with the general public and working in a busy environment (preferably within a school environment)
- Have strong organisational and IT skills including Microsoft Office
- Have excellent communication and administration skills
- Be a good team player and also able to work alone.
- Be proactive and able to use their own initiative.
- Have English and Maths at GCSE grade A-C or equivalent
- Be able to work during school holidays.

JOB SPECIFICS

Start date: asap

Salary: AS 4-5 FTE £25,495 - £25,893 Actual pro rata £24,393-£24,774

Job role: Permanent, Full Time, Term time + **4 weeks**, 43 weeks per year, 37 hours per week, Monday to Thursday 8.15am – 4.15pm, Friday 8.15am – 3.45pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

JOB DESCRIPTION

TITLE: Receptionist/Clerical Assistant

RESPONSIBLE TO: Admin Manager/Business Manager

SALARY: AS 4-5

PURPOSE OF POST:

To provide reception and administrative support to the school office.

MAIN RESPONSIBILITIES:

1. Manage the school switchboard and reception/student reception areas, responding to queries from parents, students and visitors, taking messages and passing calls to colleagues effectively and efficiently.
2. Ensure that the area is kept secure.
3. Undertake processing of school correspondence, policies, procedures and documents to support the Senior Leadership Team and teaching staff of the school, ensuring that deadlines are met and confidentiality maintained at all times.
4. Maintain computerised systems for student data, achievement records, admissions and attendance; verifying data, identifying and rectifying anomalies and producing all reports and management information as required.
5. Support the academy with general clerical duties including opening and distribution of mail, filing, photocopying, emailing etc.
6. Training and supporting in Reprographics when required.
7. To provide support to the Admin Manager and Business Manager when required
8. Make organisational arrangements as required such as those in relation to school visits and trips, school photographer, medical checks.

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

'The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.

Chalk Hill Academy believes that every child does matter, and adherence to the Academy's policies is not only compulsory but should be practiced mindfully at all times.



PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Attributes	Essential	Desirable
Experience	• Demonstrable work experience in a general office environment including working within administrative procedures. • Demonstrable experience of using word-processing, spreadsheets, databases and IT packages.	• Experience working in a school environment
Skills/ Abilities	• Able to follow and work within procedures and guidelines. • Efficient telephone manner. • Able to deal helpfully, politely and tactfully with colleagues, parents, students and senior management. • Able to check information and maintain accurate records. • Able to multi-task. • Able to use initiative within defined procedures • Able to manage own workload and meet deadlines which may at times be competing.	• Knowledge of the processes surrounding the operation of trips in a school environment • Experience of operating computerised and manual systems • Understanding of confidential and data protection matters • Experience of minute taking. • Experience of operating a telephone system • Working knowledge of website management and social media posting
Equality Issues	• Able to recognise some forms of discrimination, which commonly exist. • Experience of working effectively with people from diverse backgrounds	
Specialist Knowledge	• Working knowledge of Microsoft Office and a willingness to tackle complex word processing tasks	• Some knowledge of Arbor database. • Knowledge of Safeguarding Children
Education and Training	• English and Maths at GCSE grade A-C or equivalent	• RSA II or above Word Processing, ECDL or ITQ Level 2 or equivalent • Safeguarding training • Equality and diversity training • First Aid training
Other Requirements	• Willing to be flexible and adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	• Ability to consistently create a welcoming and supportive environment for students and/or visitors • Ability to make a positive contribution to the team, valuing



	• Willingness to continuously to update skills and knowledge • Ability to work on own initiative • Calm under pressure • Efficient, methodical and organised • Reliable with a high degree of confidentiality and integrity	and respecting others' expertise and contribution • Ability to promote the School's reputation and carry out School business appropriately and professionally at all times
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We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.