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RUSSELL EDUCATION TRUST



BRISTOL  
FREE SCHOOL

Community, Ambition, Opportunity  
[www.bristolfreeschool.org.uk](http://www.bristolfreeschool.org.uk)



**Receptionist/Administrator**

**NJC 5-7; £25,583-£26,403 (pro-rata)**

**Actual salary £18,438 - £19,029**

**30 hours per week (term-time, INSETs + 1 week)**

# Welcome



Dear candidate,

Thank you for your interest in BFS and taking the time to read the details of this exciting opportunity to join our team of school receptionists and administrators.

BFS is a thriving oversubscribed school which has a successful Sixth Form of over 250 students. The school was founded in 2011 by a local group of parents who wanted a high performing school to serve the community of North-West Bristol. The school values of Community, Ambition and Opportunity are very important and we demonstrate them through our day to day work with young people. We are looking for staff to support us with these values and make a positive contribution to the life of the school.

You will join a strong and supportive team and a school that engages in regular and timely CPD.

Please spend some time reading our school website and newsletters to get a flavour of the vibrancy of BFS.

I look forward to hearing from you.

**Mrs Susan King**  
Headteacher



## Community

Every child is known, valued and supported. The school works closely with families and partners to secure strong outcomes.



## Ambition

High expectations for all students and staff, with a focus on academic excellence and personal growth.



## Opportunity

A rich curriculum and extensive enrichment programme ensuring that every student can explore their interests and develop new skills.

# Why work with *US* at BFS?

We will grow your career in an educational setting where you can make a difference.

## About Bristol Free School:

Bristol Free School is a successful and oversubscribed secondary school with Sixth Form situated in Westbury on Trym. We are a caring school with a highly qualified and exceptionally committed staff, who recognise the importance of creative and challenging teaching and high professional standards. All staff and students are greatly valued and emphasis on student and staff wellbeing is central to our culture.

At Bristol Free School, we are committed to the young people in our care. Our commitment encourages and inspires every child to fulfil their potential, we provide our students with the necessary skills to achieve academic and personal growth so they truly thrive, both socially and emotionally.

BFS has a very special ethos and culture which, at its core, is about being an active part of a happy hardworking community. Relationships at BFS are warm, positive and nurturing. We set very high expectations in terms of discipline and work ethic because we care about all our young people. We expect all BFS students to achieve and be the best they can be.

At BFS, individuality is encouraged and differences celebrated. We are genuinely excited about the prospect of our community spanning students and staff who come from varied backgrounds and experiences. This will ensure BFS is a vibrant, diverse and happy place where different views, new ideas, characters and ambitions flourish.

In March 2022, Ofsted graded BFS as a good school which was no surprise to us and, in some ways, was a staging post for the greater ambitions the school still aims to achieve.

## The successful candidate can expect:

- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- Positive and inclusive working environment where well-being is central to our culture
- Employee Wellbeing Programme
- Career development, training
- Access to the Local Government Pension Scheme
- Free parking onsite



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# Receptionist/Administrator

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## Core purpose:

Delivery of high-quality customer service to all students, parents, staff and visitors

## Accountabilities:

The post holder will:

- Report to the School Administration Manager
- Work closely with other staff across the School Administration team

## Working pattern:

30 hours per week, 40 weeks per annum (term time including INSET days + 1 week worked in the holidays)

8am to 4pm, 4 days per week, working days to be discussed at interview.

## Main duties & Responsibilities:

### Administration including Reception:

- Act as the first point of contact for the school, providing a professional, courteous, and efficient reception and telephone service for students, parents, staff and visitors
- Welcome all visitors to the school site, ensuring they are signed in accordance with safeguarding procedures, issued with appropriate identification, and informed of relevant safeguarding and health and safety requirements.
- Clearly explain school safeguarding expectations, emergency procedures, and health and safety guidance to visitors, contractors, and volunteers as required.
- Manage the school's main email inbox, responding to routine enquiries, forwarding messages to the appropriate staff, and ensuring communications are dealt with in a timely and professional manner.
- Respond to enquiries from parents, students, staff, and external agencies, providing accurate information or ensuring messages are passed on efficiently.
- Manage in-year admissions and student enrolment processes, including liaising with parents/carers and relevant staff, maintaining accurate records, and ensuring documentation is completed in line with school and local authority procedures.
- Support the smooth day-to-day running of the school by providing administrative assistance across departments as required.
- Use the school's information systems effectively, including the Management Information System Bromcom and communication system ParentPay, to record information accurately and support administrative processes.
- Undertake general clerical and administrative duties, including photocopying, filing, record keeping and monitoring and replenishing stationery supplies.
- Support the coordination, planning and delivery of enrichment and extra-curricular activities
- Support with provision of a high quality and effective reprographic service to the school

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## Main duties & Responsibilities (continued):

### General responsibilities (all staff):

- Perform duties and attend meetings as reasonably required
- Participate in the School's Performance Management Scheme
- Undertake in-service training where required
- Contribute to the School's pastoral system
- Observe and implement school and Trust policies and good practice
- Carry out such duties as the School may reasonably direct from time to time, which will include covering other roles in the School Administration team

### Support for the School

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures
- Contribute to the overall ethos, vision and aims of the school, promoting its values in all aspects of work
- Appreciate and support the role of other professionals
- Support the wider school community, including undertaking a planned 20-minute supervisory break duty during school social times as part of the working day, with additional paid supervisory duties available on a voluntary basis.

## How to Apply:

Please submit your application online via MyNewTerm. Paper copies of the application form are available on request. If you have any queries regarding the post please email us at [vacancies@bristolfreeschool.org.uk](mailto:vacancies@bristolfreeschool.org.uk).

Closing date: Monday 1 June at 9am

Interviews: Thursday 4 June

**BFS celebrates and supports diversity and is committed to ensuring equal opportunities for both employees & applicants.**

*Our*  
**Benefits**



**Flexible and Family Friendly Policies**



**Free Flu Jab**



**Employee Assistance Programme**



**Local Government Pension Scheme**



**Career Development/CPD**

# Person Specification:

## Experience

- Experience of working in a school or a similar environment
- Experience of working with young people in a school or extra-curricular context is desirable

## Professional knowledge

- GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy)
- NVQ Level 3 in Administration desirable but not essential
- Knowledge of Evolve, Bromcom and ParentPay desirable but not essential

## Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Good communication skills
- Good ICT skills
- Patient, flexible and adaptable, meticulous and conscientious
- Ability to multi-task and deal with interruptions



# Introduction to Russell Education Trust

## Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools and one primary school spread across the south of England.

The Trust is a family of faith and community schools with distinctive individual identities. Underpinned by a shared commitment to respect, responsibility, fairness and equality, Russell Education Trust schools work together to achieve their vision of providing all students with an outstanding education.

The Trust is driven by the strong moral purpose of knowing, valuing and developing every student and member of staff to ensure that their potential is realised, and their ambitions achieved.



### Vision & Values

Valuing People  
Pursuing Achievement  
Serving Communities

## Our *schools*

- Celebrate difference and diversity in an inclusive, socially responsible culture
- Deliver a broad, balanced, and ambitious curriculum:
  - centred on the core subjects of English, mathematics and science
  - supported by technology and computing
  - complemented by humanities, languages, arts and vocational subjects
- Provide a rich education that develops students' minds, beliefs, characters, skills and interests
- Equip students with the knowledge and skills for success in the modern world through examination success and personal development
- Uphold high standards of behaviour, learning and equality of opportunity for all students
- Nurture and develop their staff, through day-to-day support, high quality continuing professional development, cross-Trust collaboration and networking, and opportunities for career progression
- Are rooted within their local communities and seek to serve their particular needs



# Russell Education Trust's Schools



## **Bristol Free School (established Sept 2011)**

'Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity. Teaching focuses on what pupils need to know and do. Teachers have strong subject knowledge and are keen to share this with pupils. They know their pupils well and use this knowledge to help them learn.'

Ofsted 2022

## **Elmlea Infant & Junior Schools**

'Pupils flourish at Elmlea Infant School. They achieve extremely well. Staff have high expectations for pupils' behaviour and conduct. Pupils feel safe and value the positive relationships they have with staff. Leaders are ambitious for what pupils with SEND can achieve.'

Ofsted 2023



## **Becket Keys Church of England School (established Sept 2012)**

'The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.'

Ofsted 2014

## **St Andrew the Apostle Greek Orthodox School (established 2015)**

'Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.'

Ofsted 2018



## **Kings School Hove (established Sept 2013)**

'Leaders have created a culture that extends far beyond the academic. Staff value each pupil and know them well. The provision for personal development is first class. It is promoted consistently across the school.'

Ofsted 2022

## **Turing House School (established Sept 2015)**

'The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.'

Ofsted 2018

