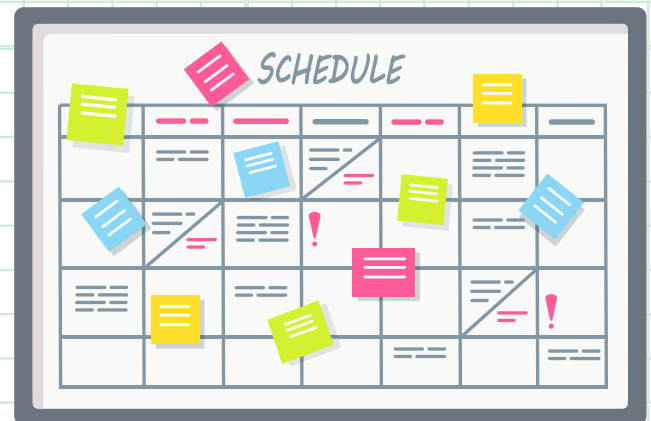
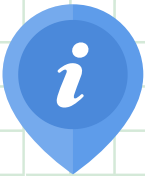


Wootton
Academy Trust



RECEPTIONIST

Job Pack



Welcome

from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Receptionist/Administrator at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be "Good" across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain
Executive Headteacher

About WAT

TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



"The pursuit of excellence underpins everything we do"



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

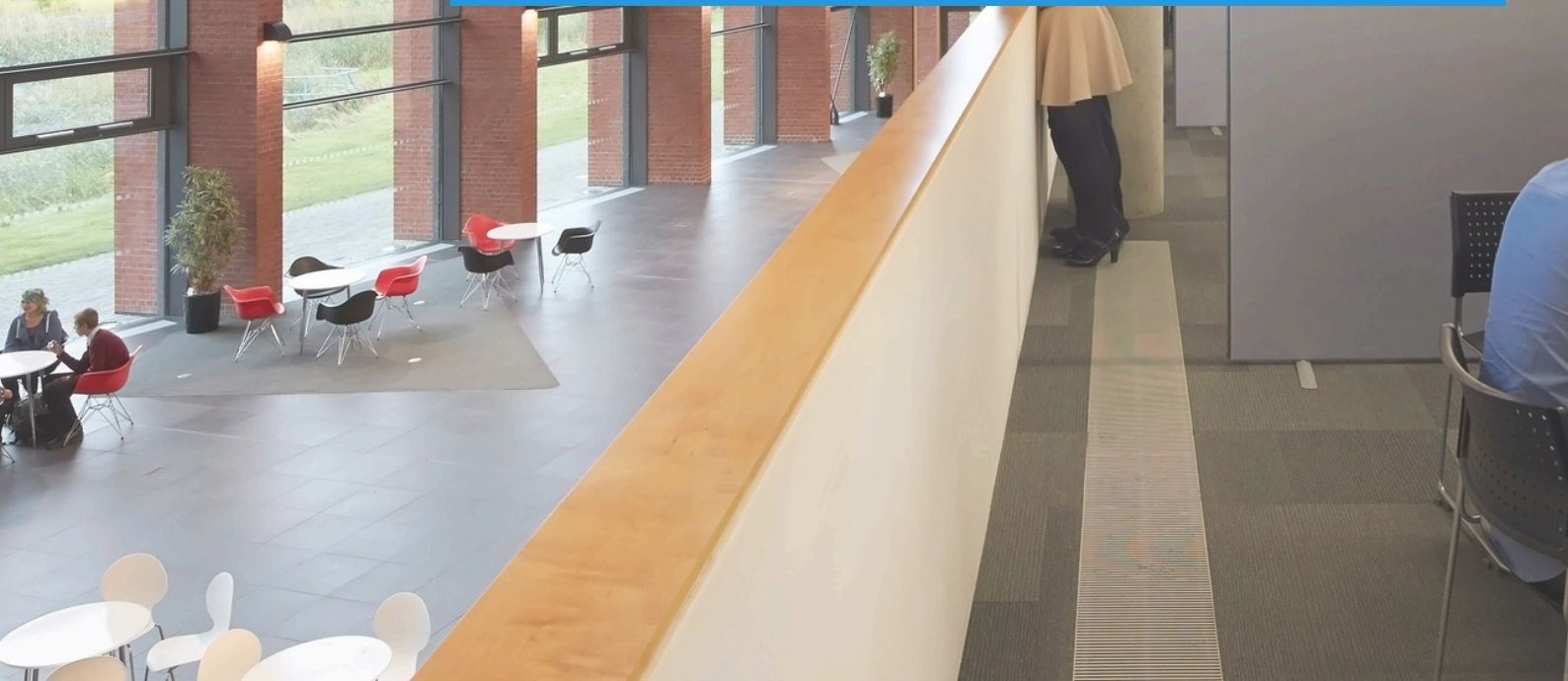
Reception/Admin Department

The Reception and Administration Department serves as the central hub for communication, coordination, and daily operational support at our school and college. It is the first point of contact for students, parents, staff, and visitors, ensuring that everyone receives a warm welcome and prompt assistance.



Key Responsibilities:

- **Front Desk Services:** Greeting visitors, managing sign-ins, and ensuring a safe and friendly environment.
- **Communication:** Handling phone calls, emails, and inquiries from parents, students, and the community.
- **Student Services:** Assisting with attendance records, late arrivals, early departures, and distributing relevant notices or forms.
- **Staff Support:** Providing administrative support to teachers and school leadership, including scheduling meetings and managing documentation.
- **Logistics:** Coordinating mail, deliveries, and school supplies.

The team consists of 7 members, who work across both sites.



Key Facts

	 Wootton Upper School	 Kimberley Sixth Form
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	13-16	16-19
Number of Students on Roll	875 (rising to 1150 in September 2026)	750
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	https://www.woottonupper.co.uk/	https://www.kimberleycollege.co.uk/

About the role

To support the Trust by providing an efficient and responsive Reception, admin and support Service for students, parents, staff and other visitors.





Job Description

Job Title	Receptionist
Reporting to	Head of College
Line Management responsibility	N/A
Hours	20 hrs per week - Term time only (incl. 5 training days) 8am - 12noon, Monday to Friday
Location	Kimberley College
Salary Scale	Level 2A, Point 3-4, £11,515.72 - £11,696.41 actual gross salary per annum



Accountabilities & Responsibilities










Reception

- To act as a point of contact for all college enquiries either by telephone, email or face to face and ensure that these are dealt with appropriately.
- Greet and welcome visitors to the college and inform the relevant member of staff of their arrival.
- To record and sign visitors in and out of the college and ensure visitors are issued with visitor passes and other information e.g. Safeguarding Information Booklet.
- To contribute to the smooth running of the college reception and office.
- To take responsibility for the reception and foyer area, ensuring that it is kept tidy, informative, welcoming and staffed at all times.
- Support members of the office team as needed and as directed including supporting attendance team with inputting late pupils.
- To sort and distribute the incoming post and to sort and frank outgoing post.
- To assist with general office tasks including to type and prepare documentation, filing and photocopying as required.
- Provide logistical support for meetings and events held at the college to include preparation of meeting and conference rooms and assist in arrangements for catering provisions.
- In the event of a fire and/or any other emergency requiring staff to leave the building, to be responsible for ensuring that the visitors report and staff movement sheets are removed from Reception and taken to the evacuation meeting point.
- To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.
- To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody else on the Wootton Academy Trust's sites and away from the sites on college trips and visits.
- Undertake further training as required for your areas of responsibility.
- Undertake any other duties of a similar level and responsibility as may be required.

General Duties & Responsibilities

- Administrative duties to be confirmed on appointment, depending on previous experience.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To undertake further training as required, including First Aid training and act as a First Aider.
- To invigilate examinations.
- To undertake any other duties of a similar level and responsibility as may be required.
- To be responsible for following health and safety requirements in line with Trust policy and procedures.
- Flexibility to work overtime as and when required to meet the Trust's needs.

Person Specification

CRITERIA In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as IT and Digital Innovation Lead	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
	E	D	
QUALIFICATIONS			
Educated to GCSE Level with 5 passes C+/4+ including English and Mathematics or equivalent.			A
Willingness to undertake further training including First Aid training			A, I
First Aid Qualification.			A
EXPERIENCE, SKILLS & KNOWLEDGE			
Previous experience of working as a Receptionist or in a customer facing role.			A, I, R
Excellent telephone manner – courteous, calm and efficient.			A, I, R
Good IT skills.			A, I, R
Excellent communications skills including verbally, in writing, face to face and over the telephone.			A, I, R
Excellent interpersonal skills.			A, I, R
Ability to work effectively within a team and on own initiative.			A, I, R

Good organisational skills			A, I, R
Ability to prioritise and cope with conflicting demands, deadlines, and interruptions.			A, I
Ability to maintain confidentiality at all times.			A, I
Ability to undertake a wide range of clerical, administrative and general duties.			A, I, R
Experience of working in an educational setting			A, I, R
PERSONAL COMPETENCIES & QUALITIES			
Ability to deal tactfully, diplomatically and confidently with telephone callers and visitors.			A, I, R
A proactive, efficient and friendly disposition, with the ability to communicate with pupils, staff and other external agencies.			A, I, R
Integrity and confidentiality to be maintained at all times.			A, I, R
Reliable and punctual			I, R
Willingness to be flexible			I, R

Key: A = Application I = Interview R = References

PLEASE NOTE: The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMM PROGRAMME



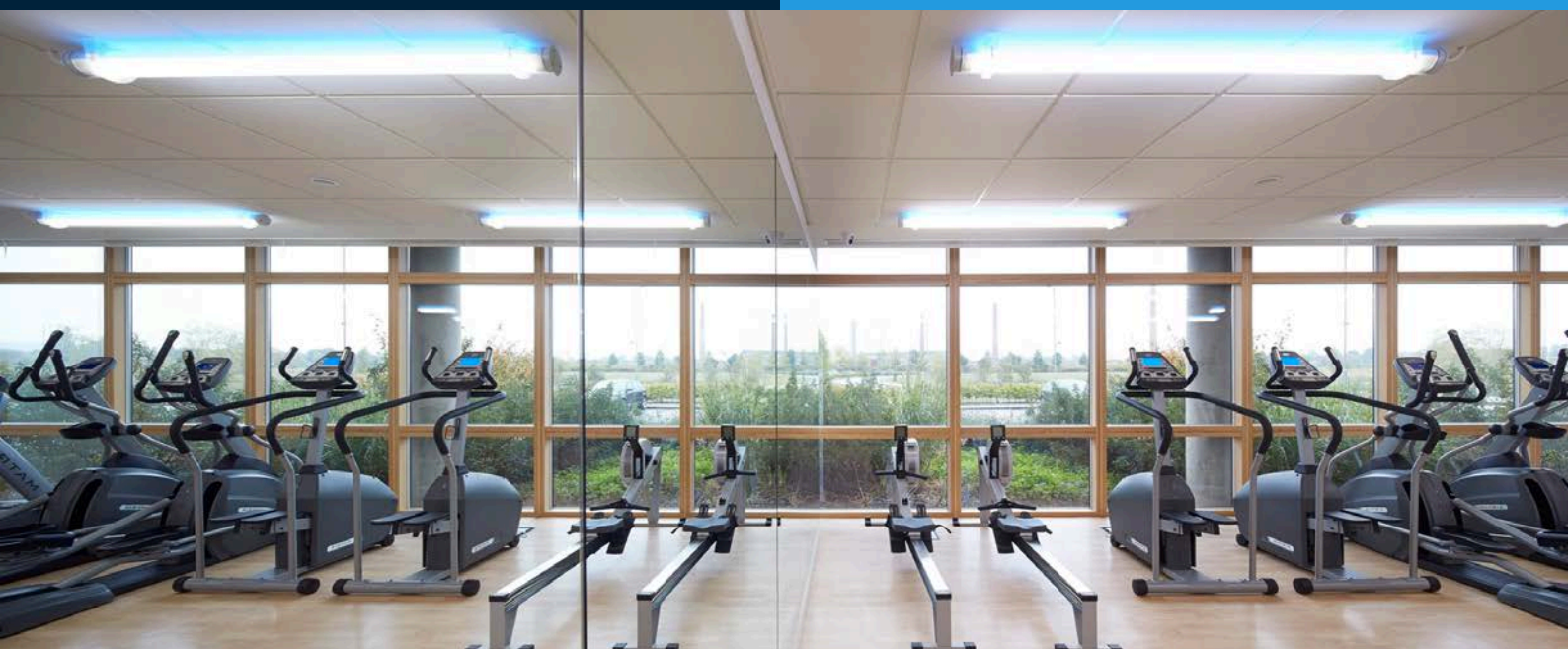
- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP



How to Apply



APPLICATION PROCESS

To apply, please send the completed Application Form via MyNewTerm
<https://mynewterm.com/jobs/139798/EDV-2026-K11SC-45553>

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

CLOSING DATE

Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

INTERVIEWS

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

NOTIFICATION & FEEDBACK

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

SAFEGUARDING

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

DATA PROTECTION

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

Thank you for your interest

