



## **INFORMATION FOR APPLICANTS RECEPTIONIST**

**37 hours per week  
Term Time Only plus INSET days  
(Monday – Thursday 8am – 4pm, Friday 8am – 3:30pm)**

**Salary Scale 2, points 3-4  
(£24,796 - £25,185 FTE)**

**Actual salary £21,590 - £21,928 per annum**



Dear Candidate

Welcome to All Saints Academy Dunstable.



As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

*"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.*

*The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."*

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

*"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.*

*Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.*

*All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.*

*Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour.”*

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Executive Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice, and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint a Receptionist to join our team and be a welcoming face of our Academy, providing an exceptional front-of-house service to students, staff and visitors. In this vital role, you’ll manage incoming calls, visitor sign-ins and support the Office Administration Team with a variety of tasks. The ideal candidate will have strong communication skills, attention to detail, and proficiency in ICT along with the ability to remain calm and efficient under pressure.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

## ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate Departmental staff workrooms

## BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS & LGPS)
 Free Car Parking	 Access to Occupational Health Services (where required)
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives



# JOB DESCRIPTION

## RECEPTIONIST

**Responsible to:**

Deputy Academy Services Manager

**Core purpose:**

To be responsible for the Academy's Reception area and switchboard, acting as first point of contact for parents/carers, visitors, staff and external agencies to the Academy, both in person and on the telephone. Ensure that the reception area provides a welcoming environment that encompasses the Academy vision.

**Job description:**

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

**Specific duties and responsibilities:**

- Be responsible for Main Reception and ensure a welcoming environment to all guests and visitors to the Academy
- Managing telephone calls, emails, post and deliveries in a timely and professional manner
- Ensure that visitors are signed in, are issued visitor badges and are directed appropriately in accordance with Academy safeguarding procedures
- Ensure that students are signed in and out in accordance with Academy safeguarding procedures, notifying the relevant members of staff
- To sort and distribute all incoming post, and to frank all outgoing post
- To receive and sign for deliveries, check contents, unpack where necessary and distribute items to relevant staff, passing delivery notes to the Deputy Academy Services Manager
- Notify the Site Team of deliveries, to ensure items are distributed quickly
- To maintain the Fire Boards to ensure the safety of staff during an evacuation
- Ensure that Main Reception is tidy
- Ensure data is stored, retained and disposed of in line with Data Protection legislation and data retention policies
- To assist in the organisation of hospitality for visitors and guests

- To provide support and advice to students, as needed

**General duties and responsibilities:**

The Academy Services Team will work together to provide cover and support in respect to the following:

- As the 'outward face 'of the Academy to ensure prompt internal and external communication of information.
- Answering of telephone and directing of calls and information promptly.
- To provide First Aid in respect of students and staff.
- To provide support for teachers in respect of student issues.
- To provide administrative support for the Leadership Team and Middle Leaders.
- To support the organisation of events – internal and parents' consultation evenings.
- To have an overview of the organisation of Awards Evening.
- Word processing, spreadsheet production, record keeping and filing as required.
- To maintain student records including changes of address, emergency contact numbers etc. and produce data collection sheets.
- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential and sensitive information.
- Establish and maintain effective relationships and communication with staff, parents and pupils.
- Uphold the high standards of the Academy in all communications.
- Play a full part in the life of the Academy community, supporting its mission and ethos, to include Electives and duties.
- Promote the Academy's policies.
- To engage actively in the staff review and development process.
- To undertake professional development.
- To undertake any additional duties or reasonable requests required by the Executive Principal or his/her representative.

In addition to the specific job description for your contractual duties your position is part of the overall Academy Services Team. Accordingly, whilst you may have a specific day to day line manager for direction and support regarding the specific role you are also Line managed by the Academy Services Manager, especially with regard to terms and conditions, overtime and toil, attendance, well-being, conduct and performance.

As a member of the Academy Services Team:

- You may be directed to support any aspect of Academy Service provision.
- You may request support from the Academy Services Manager to assist you in fulfilling your specific role.
- Academy Service Provision includes:

- Administration, filing, data logging, secretarial, reception.
- First aid
- Publication and communications, phone, email, marketing and professional
- Organisation, booking and distribution of resources and events.
- All aspects of Academy work that is not specifically assigned under contractual restriction and qualification to particular individuals or groups; subject only to the provision that direction must reasonable and expectation of initiative will be proportionate.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... <b>Post holder</b>	..... <b>Date</b>	
..... <b>Line Manager</b>	..... <b>Date</b>	..... <b>Position</b>

### **Safeguarding**

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.



# PERSON SPECIFICATION

## RECEPTIONIST

	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to GCSE level English at grade A*-C or equivalent</li></ul>	<ul style="list-style-type: none"><li>• 5 A*-C GCSE grades, or equivalent, including English and maths</li><li>• First aid qualification</li><li>• Additional qualifications related to administration, business support or customer service</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Relevant experience of working in a reception, administrative or customer facing role</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a school or similar environment</li></ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"><li>• Efficient telephone manner</li><li>• Excellent written and verbal skills</li><li>• Good organisational skills</li><li>• Strong listening and interpersonal skills</li><li>• Ability to multi-task and prioritise effectively</li><li>• High attention to detail and accuracy</li><li>• Strong working knowledge of Microsoft Office, particularly Excel and Word</li><li>• Good interpersonal skills with colleagues, SLT, students, parents/carers and outside agencies</li><li>• Knowledge of policies and procedures concerning safeguarding, including child protection, equal opportunities, health and safety and inclusion</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of policies and procedures concerning safeguarding, including child protection, equal opportunities, health and safety and inclusion</li><li>• Experience of SIMS</li><li>• Experience of CPOMS</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• A friendly manner and smart appearance</li></ul>	<ul style="list-style-type: none"><li>• Enjoys working within education</li></ul>

	<ul style="list-style-type: none"> <li>Ability to work well under pressure</li> <li>Ability to use own initiative</li> <li>Ability to change priorities according to demand</li> <li>Positive, flexible and proactive approach to work</li> <li>Resourceful, patient and resilient</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>Willingness to undertake further training as appropriate</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding the welfare of young people in the Academy</li> <li>Enhanced DBS clearance with children's barred list and Certificate of Good Conduct (if required)</li> </ul>	

### **TIMELINE FOR RECRUITMENT PROCESS**

**Closing date for applications 12<sup>th</sup> February 2026 at 9.00am**

**Interviews 23<sup>rd</sup> February 2026**

**Start Date March 2026**

### **HOW TO APPLY**

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

### **REFERENCES & PRE-EMPLOYMENT CHECKS**

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

### **CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance