

Candidate Pack



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

Receptionist

Overview of the role



Cedar Mount
Academy
BRIGHT FUTURES EDUCATIONAL TRUST

This is an exciting opportunity to join our wonderful schools. We are looking for an enthusiastic, outgoing and friendly individual for the role of Receptionist at Gorton Education Village. The role of Receptionist is a shared role for Cedar Mount Academy and Melland High School, so some flexibility is required to accommodate the needs of both schools, especially when holidays and INSET days differ.

Gorton Education Village provides a highly supportive working environment, with committed colleagues, leadership from two principals, and the backing of a strong Trust. Our engaged parents and students contribute to a welcoming and collaborative school community.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

The full job description and person specification are at the end of this pack.



Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best for everyone, the best from everyone. We are an organisation that is underpinned by values of: community, integrity, and passion. In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Acre Hall Primary School

BRIGHT FUTURES EDUCATIONAL TRUST



Altrincham Grammar School for Girls

BRIGHT FUTURES EDUCATIONAL TRUST



Barton Clough Primary School

BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount Academy

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Elmridge Primary School

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Lime Tree Primary Academy

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Melland High School

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Marton Primary Academy and Nursery

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Rushbrook Primary Academy

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The Orchards

BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove Primary Academy

BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO (Interim); Anna Sharpley, Chief Finance and Operations Officer; Sarah Schollar, Director of Education (Interim) and Jayne Carmichael, Director of Professional Development.

The focus of these roles is to work with schools, providing high quality and timely guidance, leadership, challenge, and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology, and digital technologies. Please see our website brochure which explains our central operations: [Why -Join-Bright-Futures](http://bright-futures.co.uk)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward facing component of our organisation.

Underneath this umbrella we have several hubs. Bright Futures Training which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub NW1 Maths Hub, providing mathematics training and coaching to 500 schools, and a SCITT (School Centered Initial Teacher Training) Bright Futures SCITT, which is the largest in the North West. Within the Development Institute, Bright Futures also has two Teaching School Hubs, serving Manchester, Stockport, Salford, and Trafford. Bright Futures Send Outreach is another service which we provide across the North West. We have also been designated as an Early Years Stronger Practice Hub to work across the North West as the Bright Futures Early Years Hub.



Bright Futures Professional Development Institute



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).

Cedar Mount Academy

A BRIEF HISTORY AND BACKGROUND INFORMATION

Cedar Mount Academy opened in 2000 and is co-located with Melland High School, an outstanding special school which is also part of Bright Futures Educational Trust as is Rushbrook Primary Academy which also shares the campus.

VISION, VALUES AND CULTURE

Vision

The best for everyone, the best from everyone

Mission

At Cedar Mount Academy we believe that all students should learn to be the best version of themselves, so that they leave school after five years as happy, caring and knowledgeable young people ready to contribute as global citizens. This is a school designed to support its local community and is driven by our values.

Values

Our key values have been chosen to allow students and staff to achieve things they never thought they could. We expect all members of the Cedar Mount family to:

Show respect:

We are polite and courteous at all times

Be honest:

We tell the truth and take responsibility for our own actions

Be kind:

We think of others and act in a way that benefits our whole community

Show resilience:

We never give up and have the strength to face challenges, knowing that we can always improve

Work hard:

We complete every task to the best of our ability, knowing that by working hard we can meet our potential



This is an exciting and rare opportunity to join our wonderful school. We look for humble leaders with a strong moral purpose, so that every child can achieve their dreams and goals, at Cedar Mount Academy.

Our school is a fantastic place to work. We have been on a strong journey of improvement and are ambitious about our next steps. We are a team of staff and students who are working together relentlessly to ensure a world-class education for all our students. You will benefit from supportive colleagues, a forward-looking Principal, a supportive Trust, engaged parents and students, and a very warm and welcoming school.

We are open, supportive and flexible with high-quality CPD opportunities through our Teaching School Hubs and Professional Development Institute where we are able to harness the very practice.

OUR AIMS

The school has the following aims in offering world-class education for all students:

- To help students become the best version of themselves so they can make sense of change, and improve the world
- To provide a curriculum that enables students to be successful, to be challenged and to meet their potential
- To create an inclusive community that allows everyone's identity to be recognised, celebrated and valued, and for individuals to flourish
- To offer equity of opportunity to all members of the community so they can develop the knowledge and skills needed to go into the world and be successful
- To ensure all members of the community take responsibility for their own actions and support others to make the right choices

OVERARCHING PRINCIPLES

Education is the entitlement to powerful knowledge that takes students beyond their experiences. The curriculum at Cedar Mount Academy is designed to enable students to acquire knowledge, understanding, skills and behaviours that take them beyond their context. This is knowledge that our students may not have had access to before. These skills and behaviours enable students to become useful citizens in a global society.

Social and cultural mobility are the keys to securing high quality, lifelong, positive academic outcomes for our students and allowing them to be the best versions of themselves. We have a wonderful enrichment offer to complement the curriculum which teaches students how to behave, present themselves and represent their community.

Running throughout Cedar Mount Academy is a relentless desire for our students to be happy. We have a sophisticated wellbeing strategy. We believe our students need to be challenged to think and work hard but we 'challenge with compassion: every student will be given the opportunity to achieve academic success in a supportive and creative environment.

THE CEDAR MOUNT ACADEMY WAY

“Pupils speak positively about what the school now offers, from their learning to the range of enrichment activities.” Ofsted, January 2026

Cedar Mount Academy is a fantastic school with strong values, high expectations and a clear sense of moral purpose. We are proud to serve our community and proud of the progress our school is making. Our latest Ofsted inspection recognised the positive difference being made across the school, highlighting the strength of our leadership, the calm and respectful culture we are building, and the clear sense of belonging felt by pupils and staff.

Inspectors recognised that:

- ✓ *pupils feel happy and safe in school*
- ✓ *pupils increasingly value their education*
- ✓ *pupils are proud of the diversity in their school community, value difference and show respect for one another*
- ✓ *recent changes have helped to create calm and purposeful lessons*
- ✓ *leaders have strengthened the curriculum so that it is broad, ambitious and logically sequenced*
- ✓ *leaders have placed inclusion at the centre of their work*
- ✓ *leaders make decisions with pupils’ best interests at heart*
- ✓ *staff are proud to work at the school*

Cedar Mount Academy is a diverse, inclusive, and welcoming school where young people are known, valued, and supported to succeed. As Ofsted noted in 2026, “Pupils feel happy and safe in school.” We want every student to leave us with the knowledge, character, and confidence to take their next steps successfully and to make a positive contribution to the world around them.

We are ambitious for all our students. Alongside a broad and carefully planned curriculum, pupils benefit from a wide range of opportunities beyond the classroom that enrich their experience and broaden their horizons.

This is an exciting time to join Cedar Mount Academy. We are a school with momentum, clarity and ambition, and a staff team that is proud to make a genuine difference every day.

Further information about the school can be found on our website: <https://cedarmount.bright-futures.co.uk/>

Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our website.

Terms and Conditions

Salary	NJC scale points 4-6 (Bright Futures Grade 3) The full-time equivalent pay is £25,185-£25,989. The actual salary is £22,217-£22,927.
Working weeks	This is a great opportunity for flexible working as the role will work 40 weeks during school term-time including five school-based training days (INSET) and five additional days.
Hours	36.25 hours per week; 8am - 3:45pm, Monday to Friday 7¼ hours per day with a half hour unpaid lunch break
Holidays	You will be paid for the prorate equivalent of 26 days, plus 8 public holidays. This increases to 31 days plus 8 public holidays after 5 years' service.
Pension	Local government pension scheme. Please take a look at the website: https://www.gmpf.org.uk/ .
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.

How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

NO AGENCIES PLEASE.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/jobs/138097/EDV-2024-CMA-24281>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing date: Monday 4th May 2026 (midnight).

Shortlisted candidates will be contacted on Tuesday 5th May 2026.

Interview date: Friday 8th May 2026.

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).

Job Description



**Cedar Mount
Academy**

BRIGHT FUTURES EDUCATIONAL TRUST

GORTON EDUCATION VILLAGE

Receptionist

Grade 3

Scale 4-6

(Conditions of service as defined in the National agreement on pay and conditions of service for local government service)

The post holder, as part of the Administrative Support Team, will report to the Office Manager and provide a high-quality reception service for Cedar Mount Academy and Melland High School. The post-holder will have contact with parents, carers and students of the Academy, members of the wider community and outside agencies.

All members of Academy staff are expected to be a professional and active member of the Academy community working as part of the team to raise standards, improve outcomes and opportunities for all students and promote a lifelong love of learning.

Specific Responsibilities

1. Reception

- To receive visitors and parents to the Academy and communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face-to-face enquiries.
- To determine and action an appropriate first response to enquiries from pupils, parents and visitors.
- Maintain a clean, tidy and well organised reception area.
- Be well presented in order to give a positive and professional first impression to all Academy visitors
- Responsible for ensuring all visitors to the Academy are registered in accordance with Academy policy and have the appropriate identification as an Academy visitor.
- Sign in deliveries and packages and ensure that the relevant members of staff know that the package has arrived and is ready for collection.
- Record meeting room bookings in the appropriate diary.
- Assist with general Academy administrative duties when required.

2. General Responsibilities

- To use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
- Be aware of and support difference to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs.

Other Expectations of all Academy Staff

- To work professionally and effectively as part of a specific and wider Academy staff team.
- To be a positive professional role model for all students.
- Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staffs professional position.
- Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and Academy policy.
- To be a form tutor or associate for tutor to an assigned group of students and carry out that role in line with Academy policy.
- To carry out supervision duties as directed in the Academy duty rota.
- Engage actively in the Academy performance management process.
- Engage actively in the Academy CPD program to develop skills and improve practice.
- Be familiar with, and follow, all Academy policy and practice to ensure a consistent high standard approach to all aspects of the Academy.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos.
- Attend Academy events and activities as directed by the Principal.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Category	Essential	Desirable	Means of Identification
Qualifications, Education, Training	<ul style="list-style-type: none"> • Possess good numeracy and literacy skills • Experience of following procedures and instructions • Experience of general clerical and administrative work • Experience of providing a reception service • Experience of operating a switch board 	<ul style="list-style-type: none"> • Formal qualifications at GCSE level • Experience of working in a secondary school 	<p>Application form</p> <p>Certificates</p>
Relevant Experience	<p>Very good oral and written communication skills</p> <p>Ability to manage own workload effectively</p> <p>Good customer service skills</p> <p>Good ICT skills</p> <p>Ability to relate well to adults and children</p> <p>Ability to work constructively as part of a team</p>	<ul style="list-style-type: none"> • Knowledge of SIMs or similar education MIS system. 	<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
Safeguarding	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people 	<ul style="list-style-type: none"> • Knowledge of 'Keeping Children Safe in Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines 	<p>Application Form</p> <p>Interview</p> <p>Task</p>

<p>Others</p>	<ul style="list-style-type: none"> • Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work • Self-motivation and drive to complete tasks to the required time scales and quality standards • Flexibility to adapt to changing workload demands • Personal commitment to the Academy’s professional standards and code of conduct • A commitment to further training and a willingness to participate in relevant CPD • Commitment to the aims and ethos of the Academy. • A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. • A willingness to be first aid trained. 		<p>Application</p> <p>Interview</p> <p>Tasks</p> <p>References</p>
<p>Our Values</p>	<ul style="list-style-type: none"> • Community: Evidence of working together for a common purpose and encouraging diversity • Integrity: Evidence of doing the right things for the right reason • Passion: Evidence of taking personal responsibility, working hard and having high aspirations 		<p>Interview</p> <p>Tasks</p>
<p>Pre- Employment Screening</p>	<ul style="list-style-type: none"> • Enhanced DBS check • Two satisfactory employment references, from the last two employers • Evidence of the right to work in the UK • Online screening • ID checks 		<p>On-line DBS check</p> <p>References deemed suitable by Bright Futures Educational Trust</p> <p>Passport or other evidence allowed by UK Home Office</p>