

Receptionist/Admin Support

Information for Applicants



Birchwood
Community High School

Letter from the headteacher



February 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development. I would recommend that you read my personal blog (<https://leadership-life.co.uk>), our school blog (<https://www.birchwoodhigh.org/nexilis/>) and our Professional Growth handbook to really give you a more comprehensive insight into how these views and values translate into our day to day processes and habits.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Receptionist vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact us on joinus@birchwoodhigh.org

Vacancy details:

Salary Scale

NJC Grade 2 (£24,027 FTE) Term Time Salary is £16,758.

Start Date:

ASAP

Contract

Permanent. Term time only plus 5 INSET days.

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Friday 21st February 2025 will not be considered.

Interview Dates

TBC

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



**‘There is a ‘buzz’
of energy in
classes, reflecting
pupil’s positive
attitudes to their**



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 900 currently on roll.
- The most recent OFSTED inspection (October 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 31%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

Job title	Reception/Admin Support
Reporting to	HR Manager
Job purpose	<p>To provide effective support service for the school, using a wide range of software including Arbor. To provide an efficient face to face and telephone reception service to learners, parents, carers, staff and visitors.</p> <p>Context The job is based in the busy general office of a High School. In addition to administrative work, the job is based on the reception desk answering queries either on the phone or face to face.</p>
Key Tasks and Accountabilities	<ul style="list-style-type: none"> • To work in the main office, operating the switchboard, receiving and booking in visitors and answering queries. • To make use of a wide range of education software including Arbor and other appropriate software to support the effective functioning of the school. • To provide a word processing facility for the staff and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, learners and the community, meeting deadlines set. • To provide administrative support to nominated departments or members of staff using the necessary software including Word, Desktop Publisher, Excel, E-mail, Data Input, Mail Merge. • To provide support in all areas of the office as is necessary (including photocopying, locating learners etc). • To participate in the regular cycle of staff development interviews and take up training opportunities in line with personal, team and whole school targets. • To undertake First Aid Training and assist with First aid of Learners and Staff on a rota basis. • To take responsibility for health & safety as an employee in line with the school policy. • To take part in the performance management process in line with school policy. • To carry out any other duties that may be reasonably allocated within the remit of the post by the Headteacher.
<p>The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.</p>	

<p>All employees have the responsibility to:</p> <ul style="list-style-type: none"> • Ensure any documentation produced is to a high standard • Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within the academy and beyond • To represent the academy at events as appropriate • To support and promote the academy ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
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REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained

without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person specification

JOB TITLE	GRADE
Receptionist	NJC Grade 2

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

Criteria	Necessary requirements	
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> Literacy/numeracy skills equivalent to 3 GCSEs (Inc Maths/English) 	D
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of Arbor Working in educational environment Knowledge of Microsoft packages Word and Excel 	D D E
PROFESSIONAL SKILLS	<ul style="list-style-type: none"> Ability to work independently and as team member Ability to communicate clearly and effectively with students, teachers, parents and outside agencies. Ability to manage and prioritise a demanding workload A very good record of attendance and punctuality Effective organisational skills 	E E E E E

