



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

Receptionist - Administrator

The Heights Blackburn





## A message from the Headteacher

*"The Heights offers the highest standards of education to pupils." Ofsted - 2018*

Thank you for expressing an interest in the position of Catering Assistant at The Heights, Blackburn.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Catering Assistant to join a good school at an exciting stage of its journey.

We are an Alternative Provision School in Blackburn. The Heights is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a 150-place school, part of Education Partnership Trust (EPT), serving the community of Lancashire and outlying areas. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

In 2018, the school was judged as 'Good' in all areas by Ofsted. This result epitomised the hard work and school improvements made since our last Ofsted inspection in 2018. Inspectors found our school, offered "the highest standards of education to pupils", made "a positive difference to pupils' attitudes to learning", and "High-quality relationships are the cornerstone of the school's success".

A copy of the report can be downloaded from the school's website.

At The Heights our vision is to provide the opportunity for every young person to reach their potential and in so doing, raise standards, promote their spiritual, moral and social development including positive British values, respect and fairness. We have:

- High Expectations of ourselves, our pupils and our school community.
- A strong commitment and dedication to raising standards across our school.
- Constantly strive to improve by setting ourselves challenging goals through an ambitious curriculum.

We aim high at The Heights and expect high standards of behaviour and academic effort. Every student at The Heights is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at The Heights our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity

work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

The Heights is a successful Key stage 2 to Key stage 4 Alternative Provision school and over the past four years has achieved the following:

- Judged as Good across all four areas: Quality of Education, Behaviour and Attitude, Personal Development and Leadership and management.
- Pupil attainment is considerably above national averages for AP, making The Heights one of the top performing Alternative Provisions in the country.
- Established as the 'Alternative Provision school of choice' in the local area.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact the School Business Manager [helen.rawnsley@theheightsfreeschool.org](mailto:helen.rawnsley@theheightsfreeschool.org)



**G. Holding**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### High Expectations

of ourselves, our pupils and our school community

### Commitment

we are dedicated to raising standards and improving opportunities

### Ambition

we constantly strive to improve by setting ourselves challenging goals



## Job Advertisement

# Receptionist - Administrator

<b>Hours:</b>	<b>37 Hours</b>
<b>Weeks Worked:</b>	<b>39 Weeks</b>
<b>Start Date:</b>	<b>ASAP</b>
<b>Salary:</b>	<b>B Grade SCP 2 – 3 (Actual salary £20,805.63 to £21,131.93 per annum)</b>

The Heights Blackburn wishes to appoint a hardworking, enthusiastic and committed Receptionist - Administrator. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To provide receptionist duties under the direction of the School Business Manager
- To provide general administrative business support under the direction of the School Business Manager.
- To contribute to the effective and efficient running of the school.

### What are the job requirements?

- To undertake routine receptionist/administrative duties in relation to the organisation as and when required
- To provide routine administrative support in relation to the production of specific materials e.g. letters, memos, SEND administration etc.
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- To ensure the reception displays are updated and welcoming to the school.
- To undertake duties in connection with parent mail.
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages



**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 9<sup>th</sup> February 2025 – 5pm

**Interview date:** 13<sup>th</sup> February 2025

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



## Job Description

# Receptionist - Administrator

**Reports to:** School Business Manager

**Grade:** B Grade – SCP 2 - 3

### JOB PURPOSE:

- To provide receptionist duties under the direction of the School Business Manager
- To provide general administrative business support under the direction of the School Business Manager.
- To contribute to the effective and efficient running of the school.

### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- To undertake routine receptionist/administrative duties in relation to the organisation as and when required
- To provide routine administrative support in relation to the production of specific materials e.g. letters, memos, SEND administration etc.
- Provide routine receptionist/administrative support e.g. photocopying, filing, emailing, etc
- Maintain manual and computerised records/management information systems
- Undertake word-processing, spreadsheets and other IT tasks
- Sort and distribute mail
- To ensure the reception displays are updated and welcoming to the school.
- To undertake duties in connection with parent mail.
- Undertake reception duties, answering telephone calls, redirecting calls and /or taking messages
- Liaise with parents/staff etc. around attendance, sickness of pupils.
- Operate office equipment e.g. photocopier, shredder, etc.
- Arrange orderly and secure storage of supplies
- To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school
- To undertake personal development through training and other learning activities including performance management, as required.
- Signpost staff, pupils and others in order to receive general advice and guidance



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Note:

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.



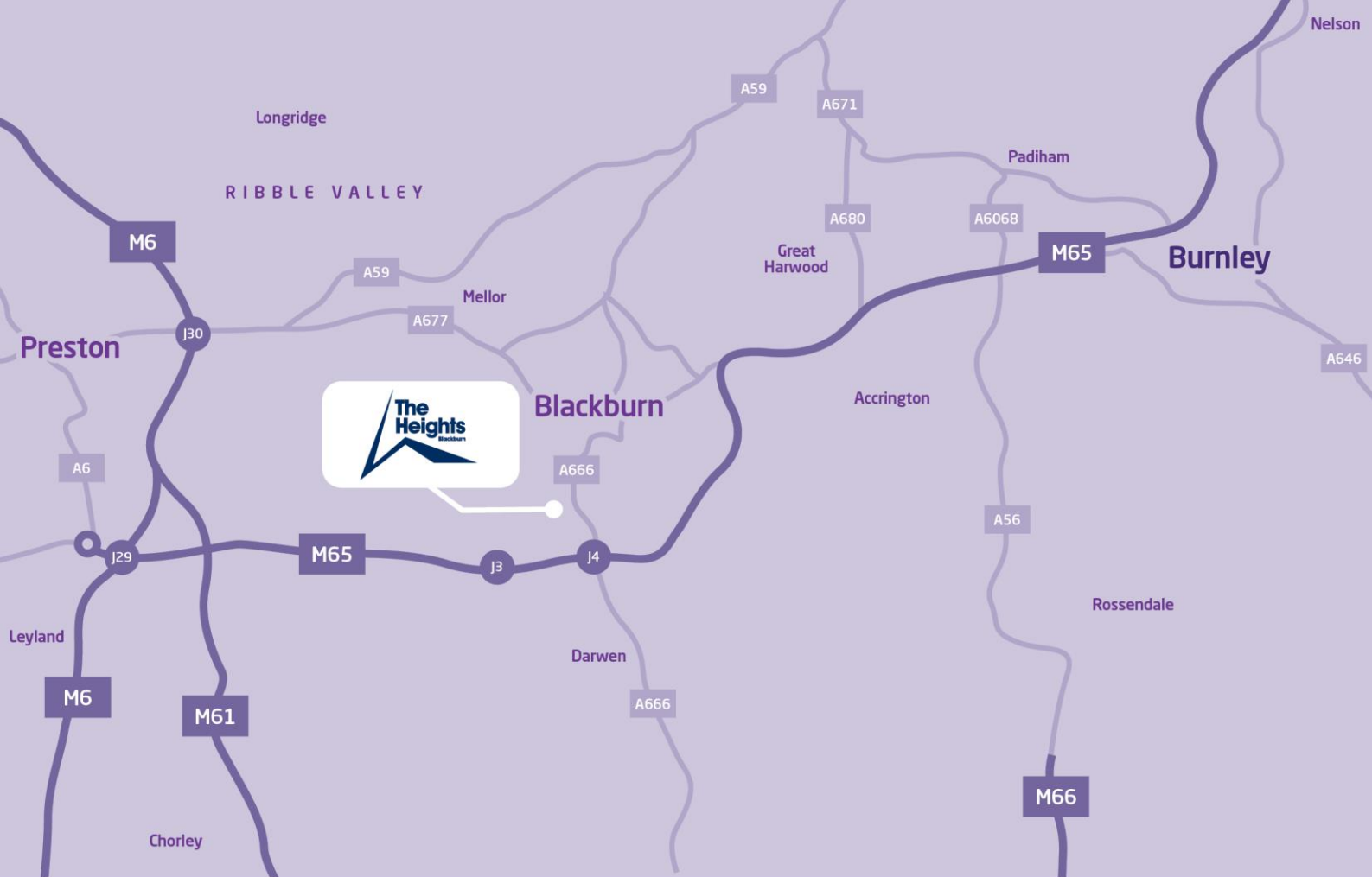
Person Specification

# Receptionist - Administrator

Reports to: School Business Manager

Grade: B Grade – SCP 2 - 3

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App For m	Interview /Task
<b>QUALIFICATIONS</b>				
1.	Education to GCSE Standard at grades 9 – 7 for a minimum of 5 GCSEs including Maths and English	E	√	
<b>EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>				
2.	Experience of working in a team	E	√	√
3.	Organised approach to work in relation to file and record keeping	E	√	√
4.	MS-Word & MS Excel knowledge	E	√	√
5.	MS-Access & MS-Outlook knowledge	E	√	√
6.	Able to produce written communications which are readily understood	E	√	√
7.	Good communication, literacy and numeracy skills	E	√	√
<b>INTERPERSONAL SKILLS</b>				
8.	Knowledge of Equal Opportunities	E	√	√
9.	Ability to research information from relevant sources and present clearly	E	√	√
<b>MOTIVATION &amp; PERSONAL SKILLS</b>				
10.	Willing to develop knowledge and experience	E	√	√
11.	Flexible approach to changing work tasks	E	√	√



# Contact

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An Education Partnership Trust School