



John Mason School

Abingdon Learning Trust

Central Team Receptionist
RECRUITMENT PACK

August 2023



John Mason School
Excellence Through Creativity

About

ABINGDON LEARNING TRUST

From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

We believe in investing for all of our futures.

OUR VALUES

QUALITY to create an outstanding learning community, including strong leadership and governance

OPPORTUNITY to provide the best opportunities for all children to reach their full potential

COLLABORATION to support a shared commitment and dedication to learning

AMBITION for continual improvement and to strive for excellence in all we do

COMMUNITY To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.



JOB DETAILS

POST OF:

AT:

SUMMARY OF ROLE:

COMMENCEMENT:

CONTRACT TYPE:

SALARY:

Central Team Receptionist

John Mason School

Reception duties, answering telephone and face-to-face enquiries and routine clerical support

September 2023

Permanent, part-time (2 days per week), term-time only plus 2 INSET days
Grade 4, point 4-5

Letter from the CHAIR OF LOCAL GOVERNORS

On behalf of the Local Academy Board, I would like to thank you for applying to work at John Mason School.

If you join the school, you will find a strong sense of common purpose among your colleagues; a commitment to widening the opportunities available to our young people; and, of course, a group of youngsters who embody the school's key values of:

- Proud of our creativity
- Passionate about learning
- Keen to inspire
- Valuing ourselves and each other
- Determine to be the best we can be

As governors we are mixed group, comprising parents, members of the local community, employers and staff: mixed in background, but all united in our support of the school's professional staff and all ambitious to make the school an excellent place to work and an excellent place to be a student. We believe that our support, and the challenge we provide, are part of what makes John Mason School a good school.

We hope that you will be inspired to work here, and will want to be part of John Mason School's journey to becoming an outstanding school. You will receive good support, and opportunities for professional development outside the school, without the anonymity that you might experience in a larger trust.

We look forward to receiving your application.

Sam Gosling



Introduction to JOHN MASON SCHOOL

John Mason School is an oversubscribed 11-18 comprehensive school in the riverside town of Abingdon. John Mason has a long history of opportunity-driven learning – at our Welsh Farm, on Duke of Edinburgh expeditions, on the sports field, or in the creative and performing arts. We know that our pupils learn more about themselves and each other when interacting in this way, growing resilience and confidence to take into the classroom.

The school is one of three comprehensives in the town and we work together, as part of the OX14 Partnership, and obviously within our Trust family of schools. This gives us a local network of support in all that we do. We have a joint sixth form (JMF6) with Fitzharrys School, which is half a mile away, and this means we can offer further breadth to our post-16 curriculum as well as opportunities for collaboration of teachers.

We offer a broad and balanced curriculum, which reflects our commitment to a well-rounded education that ensures visible success for all learners. We are committed to high quality teaching and learning which is supported by our developmental lesson observations, learning groups which are dedicated to persistent classroom problems and subject specific professional development. In addition to this, we offer a wide range of career pathways and welcome our staff to request external training.

We are committed to the well-being of our community, both staff and students. Our well-being team support a range of activities throughout the year including active challenges, free flu-jabs and the occasional bake off. We also have our very own well-being manager to support colleagues when needed. However, we know well-being is not just about cake, which is why we foster a supportive environment where professional development and collaborative working is key to success.

We believe that high standards of academic achievement and consistently high expectations of behaviour provide children with the stable and calm environment in which to learn effectively. We expect the best of our teachers; they must be passionate about their subjects and committed to continuing to learn themselves. This is at the heart of our community.



Job

DESCRIPTION

KEY RESPONSIBILITIES AND DUTIES

Main Areas of Responsibility

- Undertake reception duties, answering routine telephone and face-to-face enquiries and welcoming and signing in visitors
- Using the school MIS for absence reporting
- Assisting with arrangements for visits by the school nurse, photographer etc
- Provide routine clerical support e.g. photocopying, e-mailing, filing, postage, complete routine forms

Key Tasks

- Undertake word processing and other IT based tasks within the central team
- Operate office equipment
- Update the telephone list and staff pin codes and main point of contact for the telephone company
- Use Bromcom to access information about students or staff as required (e.g. timetables, contact details) and address letters home as required
- Sign for any incoming mail and parcels requiring signature, Sort and stamp outgoing mail.
- Order or provide visitor refreshments as requested by any member of the SLT
- Book rooms and refreshments as required for meetings
- Use of Bromcom for registering late and sick students
- Up keep of driving to work register
- Printing of sixth form ID and staff passes
- Oversee the work of Student Receptionists



Responsibilities

- Undertake training or invest time to become familiar with essential software and ICT systems used by the school
- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other support duties may be required as directed by the HR and Wellbeing Manger

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.



Person

SPECIFICATION

Experience	<ul style="list-style-type: none">• Strong IT skills including Microsoft Office applications and Outlook• Excellent communication skills (written and verbal)• A good grasp of the English language (spelling and grammar)• Keen attention to detail• The ability to show initiative• The ability to stay calm under pressure• Excellent organisational skills• The ability to prioritise and be flexible• Good team working skills• An enthusiastic and confident nature• Trustworthiness
Knowledge/Skills	<ul style="list-style-type: none">• Good understanding and ability to use relevant technology e.g. photocopier• Keyboard/computer skills• Willingness to participate in development and training opportunities• Ability to relate well to students and adults• Ability to work consistently as part of a team, understanding school roles and responsibilities and your own position within these• Initiative• Respect for the state education system and all those who work so hard to make John Mason a thriving school• Willingness to take first aid training





QUALITY
OPPORTUNITY
COLLABORATION
AMBITION
COMMUNITY



Terms of APPOINTMENT

The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.

The appointment is for September and is permanent, part-time (2 days per week), term-time only plus two INSET days in September.

John Mason School and Abingdon Learning Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act.

A copy of the school's Safeguarding and Child Protection Policy is here:

<https://www.johnmason.oxon.sch.uk/assets/JMS-SafeguardingPolicy-2022-2023.pdf>

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

How to APPLY

The application window opens on Monday 21 August 2023* with applications to be received by 12 noon on Friday 8 September 2023

To apply, an application form and applicant monitoring form should be downloaded from <https://www.johnmason.oxon.sch.uk/joining-us/vacancies>, completed and sent to: recruitment@abingdonlearningtrust.org.

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements. Interviews date to be confirmed.

Please do contact Jane Howse, Head of HR by email/phone jane.howse@johnmason.oxon.sch.uk or 01235 466054 for an informal discussion about the role.

We look forward to receiving your application.

*Please note that school will be closed for the summer holidays from 21 Jul 2023 until staff return on 1 September 2023. Should you apply during this period you may not get an acknowledgement.

