



**GREAT
HEIGHTS**
ACADEMY TRUST



**THE MIRFIELD
FREE GRAMMAR**

Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Receptionist across the school. This is an exciting time to join The Mirfield Free Grammar Journey as we begin a new chapter in our history, with The Great Heights Academy Trust.

Great Heights Academy Trust strives to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect.



Receptionist

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Receptionist at The Mirfield Free Grammar.

We are seeking to recruit an individual for our secondary school who has inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the leadership team as we embark on our exciting journey with the Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

We strongly believe The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to ‘achieve excellence together’ and this vision is embedded in ‘THE MFG Character’ across our school community.

We endeavour to create well-rounded, happy, and confident young people who are able to contribute positively within the community. I am a firm believer that THE MFG Character of Tenacity, Health & Happiness, Equity, Morality, Flourish, Generosity are the most appropriate foci to enable our students to achieve this.

We look forward to reading your application, best of luck to all.

Yours sincerely

Mrs Alexandra Fuller
Principal



Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in secondary leadership and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

The posts would suit experienced leaders ready for the next stage in their leadership pathway. We want to hear from individuals who have the leadership qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust’s vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating staff at all levels.

About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children 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; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Entuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together



BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



Great Heights
Research School
West Yorkshire

Supported by the Education Endowment Foundation



AA Teamworks
WEST YORKSHIRE SCITT

JOB DESCRIPTION: RECEPTIONIST

Area: Administration

Responsible to: Administration Services Manager

Salary: Grade 5.5

PURPOSE OF THE POST:

To ensure that all visitors are greeted in a courteous manner reflecting the status of the Academy. At the same time being mindful of the safety of students and staff and proactively assessing and managing any situations which might lead to this being compromised in any way. To provide a courteous and efficient reception service for the school. Also, to assist in the provision of word processing/administrative services.

KEY AREAS:

Reception
Administrative
Miscellaneous

DUTIES AND RESPONSIBILITIES:**1. Reception**

- 1.1 To deal courteously and efficiently with all visitors to the Academy, telephone calls, emails and staff and student enquiries at reception in line with the Academy's Customer Care policy and procedures.
- 1.2 To operate the electronic visitor recording system efficiently ensuring all visitors sign in and are provided with photo id to wear when in the building.
- 1.3 To inform visitors of the procedure they must follow in event of an alarm sounding whilst they are in the school.
- 1.4 To be responsible for recording the presence of visitors at the time of an alarm and alerting the Health and Safety Officer of any missing visitors.
- 1.5 To manage the 'runner' effectively, ensuring he/she is confident about what is required and to check that they have carried out their tasks correctly.
- 1.6 To take and relay messages for staff and students, assessing when an urgent response is required.
- 1.7 To set up the answerphone on leaving and check messages on arrival.
- 1.8 To operate the Academy's general e-mail system by sending outgoing messages and receiving and distributing incoming messages.
- 1.9 To maintain the record of all system telephone extensions and settings.
- 1.10 To report and process any telephone equipment or line faults and alert the Admin Manager of any delays in rectifying faults.
- 1.11 To provide information and literature about the Academy to callers and visitors as requested.
- 1.12 To keep the reception area and Meeting Room orderly, tidy and safe, ensuring site team move packages as soon as possible and report any concerns re the safety of the area to the Admin Manager.
- 1.13 To assist in the training of staff in the use of the telephone system.

Administrative

- 2.1 To undertake any clerical duties as required by the Administration Manager.

Miscellaneous

- 3.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health & Safety policy.
- 3.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 3.3 To play a full part in the life of the Academy' community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 3.4 To play a part in marketing and liaison activities such as Open Evenings, Parents' Evenings and other similar events as appropriate.
- 3.5 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 3.6 To engage actively in the Performance Management Review process.
- 3.7 To participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 3.8 To carry out your duties in accordance with the Academy's Equal Opportunities policy.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes, and procedures are adhered to as requested from the Trust post holders.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time



after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. 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.

Person Specification: Receptionist

Key to identification: A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Business or Administration qualification		✓	A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
Experience	Essential	Desirable	A/I/R
A minimum of 2 years' experience in an administrative role	✓		A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Experience of working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of using Word, Excel, and Outlook	✓		A/I/R
Experience of working within a busy, diverse environment	✓		A/I/R
Knowledge and Skills	Essential	Desirable	A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Deal sensitively with people and resolve conflicts.	✓		A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the Trust, parents, and students.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
Able to identify customers' needs quickly and deal effectively with enquiries	✓		A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Excellent interpersonal and communication skills both written and verbal	✓		A/I/R



Warm, caring, and approachable nature	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R
Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

