



**GREAT
HEIGHTS**
ACADEMY TRUST



**COLNE VALLEY
HIGH SCHOOL**

Welcome to Colne Valley High School where we are currently looking to appoint a new Receptionist. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive 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 can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



A broad & strong 2-18
offer for West Yorkshire



**COLNE VALLEY
HIGH SCHOOL**

Receptionist

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of Receptionist at Colne Valley High School.

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

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

► Overview of the Position for Colne Valley High School

Colne Valley High School 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 working with young people 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.

We want to hear from individuals who have the 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 students and young people at all levels.

► About the Trust

The Trust currently comprises of seven 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, Marsden Junior School and Nields Academy). 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](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

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

Enthuse 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.



JOB DESCRIPTION

Position:	Receptionist
Pay range:	Grade 5
Hours of work:	37 hours per week, term time plus 5 days
Responsible to:	Administration Services Manager

Prime Objectives 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. To assist in the provision of word processing/administrative services.

Statutory Requirements

- It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

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, processes and procedures are adhered to as requested from the Trust post holders.

Main 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 Principals of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the CEO/Principal as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

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 duties as set out in the foregoing.

Name: **Date:**

Signed:



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 Colne Valley High School/Great Heights Academy Trust



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.

