



The **GALLERY TRUST**



A community of special schools

**Receptionist  
Candidate Information  
Pack 2023**



Thank you for your interest in the post of Receptionist at Mabel Prichard School.

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you.

Thank you again for your interest and we look forward to hearing from you.

*Lucy Wawrzyniak*  
*Executive Headteacher*

**Receptionist**  
**Grade 5**  
**Actual Salary £16254.14 - £16852.32 per annum**  
**(FTE Salary £21575 - £22369 per annum)**  
**32.50 hours per week, 39 weeks per year, term time only**  
**Monday to Friday 8:00 am – 3:00pm**  
**To start as soon as possible**

We are seeking to appoint an enthusiastic and dynamic Receptionist, with reception responsibilities, to join our existing administration team, working on both our primary and secondary sites.

You will:

- Have numeracy and literacy GCSE's (or equivalent), at Grade C or above
- Excellent customer service skills
- Experience of working in a school or educational setting
- Confident in the use of internet, email and database programs
- Be committed to ongoing self-development and training
- A good team player with the ability to work on their own initiative

### **Benefits of working at Mabel Prichard, part of The Gallery Trust**

At Mabel Prichard we want to provide you with a rewarding and enriching career, which enables you to reach your full potential and achieve job satisfaction through a range of opportunities and benefits in our growing school.

Every staff member at Mabel Prichard is valued for the contribution they make to improving outcomes for our fantastic students, and we place a strong focus on the importance of retaining our talented and versatile staff.

Benefits of working at Mabel Prichard include:

#### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions

- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

## Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing

## Application Process

To apply for this post, please email [recruitment@mabelprichard.org](mailto:recruitment@mabelprichard.org). You can also download an application form and job pack from our website [www.mabelprichard.org](http://www.mabelprichard.org) or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk)

Please submit your application form **by Monday 11<sup>th</sup> December 2023 at 12 noon** to [recruitment@mabelprichard.org](mailto:recruitment@mabelprichard.org) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. The majority of students attending a SEND provision in the county are educated in a Trust establishment.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.



At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



# Receptionist

## Job Description

### Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the School Business Manager. The School Business Manager will be mindful of their duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### Job Purpose

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assisting with arrangements for visits and school events
- Liaising with parents, staff and outside agencies

### Administration

- Responsible for all receptionist duties e.g., photocopying, filing, emailing, completing routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word processing and other IT based tasks (correspondence, reports, newsletters, spreadsheets).
- Sort and distribute mail and email correspondence.
- Undertake routine administration e.g., registers/school meals, Newsletters
- In line with LA procedures and working alongside a member of the senior leadership team, arrange annual reviews of Education, Health and Care Plans, co-ordinating all relevant stakeholders and providing all relevant paperwork.
- Provide personal. Administrative and organisational support to other staff and Governing Body.
- Manage diaries, including arranging meetings and booking venues.
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data, attendance.
- Take notes at meetings.
- Carry messages across the school and escort visitors where required.
- Maintain pupil records.
- Receipt and logging of income.

### Resources

- Operate office equipment e.g., photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g., collect and record dinner money

### **Responsibilities**

- 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

The above **list of job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



**Selection Criteria  
Person Specification Receptionist Grade 5**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>● Reception and general clerical/administrative work</li> </ul>	
Qualifications/ Training	<ul style="list-style-type: none"> <li>● Excellent numeracy/literacy skills, equivalent to GCSE grade C or above, NVQ Level 4 in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>● Qualification or experience in relevant discipline</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>● Excellent customer service skills</li> <li>● Experience in Microsoft Office (Word, Excel, Outlook etc)</li> <li>● Previous experience of working in an office environment</li> <li>● Willingness to develop a full working knowledge of relevant policies/codes of practice/legislation and adhere to them.</li> <li>● Desire to constantly improve own practice/knowledge through self-evaluation and learning from others</li> <li>● Ability to relate well to children and adults</li> <li>● Work constructively as part of a team, understanding roles and responsibilities and your own position within these</li> <li>● A commitment to safeguarding and health and safety legislation</li> <li>● A commitment to following all school policies</li> <li>● A commitment to upholding the school's vision and values</li> <li>● Ability to turn up for work regularly and on time.</li> </ul>	<ul style="list-style-type: none"> <li>● A Levels</li> <li>● A degree</li> <li>● A qualification in administration</li> <li>● Team teach qualified</li> <li>● Previous or current experience of working in a school environment</li> <li>● Previous or current experience of using an management information system, such as RM Integris</li> <li>● Previous or current experience of using Google Drive</li> </ul>