



Mill Chase Academy

Receptionist and Administrator

Salary £18,065 - £18,795

Actual £12,252 - £13,090

30 hours per week, term time only

Start date: September 2019



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Welcome from Paul Hemmings, Principal

Welcome and thank you for your interest in working with us at Mill Chase Academy (MCA).

Thank you for your interest in MCA, which is a “Good” school that is rapidly improving and will become an outstanding academy very quickly.

The students are most welcoming to new staff and clearly proud to be part of MCA. Students enjoy very positive working relationships with their teachers and the support staff. Every classroom is calm and purposeful with students keen to engage with their learning. This is very much an academy where teachers can teach and students can learn without lessons being disrupted.

In October 2016, Ofsted inspectors reported that, “Pupils have consistently positive attitudes to their learning and parents, pupils and staff recognise good behaviour as a strength of the school. Pupils are polite and respectful towards each other and their teachers as they move around the school.”

Whilst behaviour in the academy is excellent, the real challenge is to raise the aspirations of all students. By encouraging students to develop a greater appreciation of what they are learning, we can help them achieve beyond their perceived capability.

One of the most important roles I have is to ensure that the very best staff remain at MCA whilst appointing high-quality, talented staff.

Following our recent Ofsted inspection, inspectors wrote, “Pupils are safe, happy and well looked after. Teachers are passionate about doing their best for the pupils they teach and pupils are making increasingly good progress and standards are rising because of improvements to teaching.” I am heartened that the inspection team recognised the high calibre and commitment of staff working at our school and you would be joining a highly professional team of colleagues.

There is a strong Senior Leadership Team which comprises a Principal, Deputy Principal, a Senior Leader and a Business Manager.

I would welcome applications from colleagues who are equally ambitious for our students and are prepared to make a significant difference to young people’s aspirations and achievements during their education at Mill Chase.

If you would like to have a discussion with me about the role or would like to visit the Academy, please contact my colleague, Corinne Tutton, on her direct line 01420 470329 or c.tutton@millchase.hants.sch.uk.

Welcome from the Head Boy and Head Girl

We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



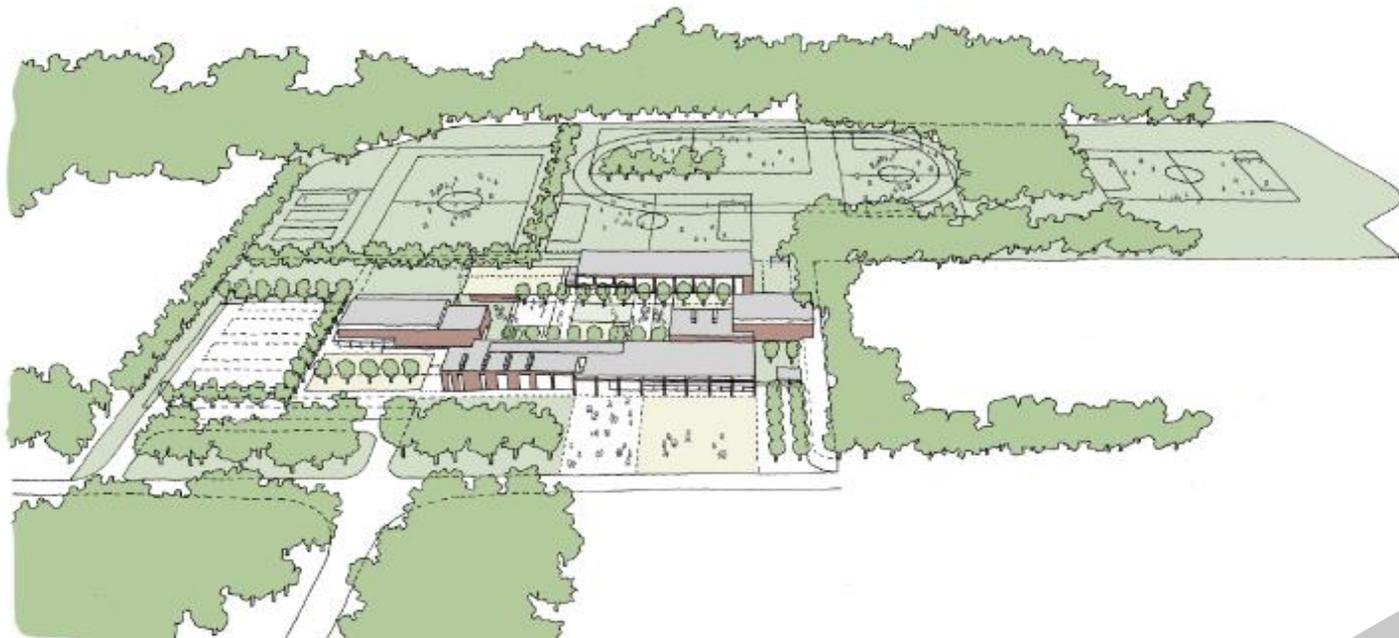
Relocation to new premises in 2019

Mill Chase Academy will be opening its new building a short distance from its current location in November 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the academy, collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.



The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

Our Vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our Mission is to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust
Ofsted Report, 2017

Together we make a difference

Our Promise to you:

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- Childcare Voucher Scheme

Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

Job Profile

Job Title:	Receptionist and Administrator
Reports to:	Deputy Principal
Hours:	Part time
Location:	Mill Chase Academy, Bordon, Hampshire

Function of the post:

The post holder will act as the first point of contact for the school, creating a friendly and positive image by being responsive and prompt in responding to requests relating to a broad range of topics. Working within University of Chichester Academy Trust (the Trust) and School policies and procedures, the post holder will also undertake administrative duties, balancing different demands to ensure that the school is a safe, happy and welcoming environment for all.

Principal Accountabilities:

1. Provide a comprehensive reception service to parents and visitors to the school, in line with school policy and procedure, demonstrating a consistently helpful and supportive attitude, using sensitivity and empathy
2. Manage visitors to the school and ensure appropriate safeguarding practices are in place and that staff, students, parents, contractors etc. arriving or leaving outside regular school hours are signed in or out
3. Responsible for all incoming calls and messages, ensuring accurate and timely distribution of messages, with queries dealt with promptly
4. In a professional and pro-active manner, take responsibility for a range of administrative tasks that contributes to the general office administration of the school such as responding to external enquiries, liaising with external agencies, organise meetings, assist with arrangements for school visits and events, maintaining stationery stock or such other administrative duties outlined to you
5. Support the production of parent communications and distribute information to be sent home with students or electronically
6. Prepare correspondence as required

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a

number of policies that you should ensure you are familiar with and are compliant to. All policies are available from the Headteacher. Any breaches may lead to termination of employment.

Right to Work:

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Headteacher.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection Act 1998 and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Staff will be subject to a satisfactory Disclosure Service certification as part of the recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	Good general education to GCSE or equivalent Knowledge of administrative systems and processes	Relevant administrative qualification Knowledge of the Academy environment Knowledge of first aid	Application Documentary Evidence Interview

		and safeguarding practices	
Skills	<p>Demonstrable evidence of good communication and interpersonal skills to enable a professional service that is both sensitive and courteous, and at an appropriate level to meet the needs of a diverse internal and external customer base, both in written and verbal form</p> <p>Good organisational and administrative skills, including effective time management and prioritisation skills, with proven high levels of accuracy and attention to detail under pressure</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Computer literate with fast and accurate keyboard skills and a proficiency in the use of IT programs to support a professional and effective service</p>		Application Interview Reference
Experience	Working in a general administrative or reception capacity within a busy office environment	Experience of working in a secondary school setting	Application Interview References

	<p>Evidence of undertaking high volume tasks within tight time frames and with competing demands</p> <p>Managing confidential and sensitive situations effectively and appropriately</p>		
<p>Personal attributes</p>	<p>A commitment to high standards of customer service, with a helpful approach, demonstrating empathy to the needs of pupils and an ability to deal with a wide client base</p> <p>A pro-active team player with a flexible approach, who brings enthusiasm and an helpful attitude to work</p> <p>Ability to work collaboratively and use own initiative to contribute to the development of the quality of the service</p> <p>Ability to deal with situations confidentially and sensitively</p>		<p>Interview References</p>

Application Procedure

Applicants should complete an Application Form along with our Equality Monitoring Form which can be downloaded from the academy's website www.millchase.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than 9.00am on Monday 19 August.

Mill Chase Academy
Mill Chase Road
Bordon
Hampshire
GU35 0ER

T: (01420) 472132

E: c.tutton@millchase.hants.sch.uk

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up on Monday 19 August. Further details will be sent to those candidates called for interview. Interviews will take place on Thursday 22 August.

Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.