



# RECEPTIONIST

## SCHOOL OF SCIENCE AND TECHNOLOGY MAIDSTONE



## 1. INTRODUCTION

### 1.1. OUR TRUST

Our Academy consists of an exceptional cluster of primary and secondary schools at the heart of our local community, based in the Maidstone and Malling area of Kent. The Trust was legally established as a Multi Academy Trust on 10 March, 2011.

VIAT believes in benefits of cross phase education, whereby all pupils, regardless of background, have a broad curriculum by specialist teachers across all ages; thereby enabling children to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils. Our children only get one chance in their education and it is our responsibility to provide the very best for them.

All our schools have a strong, inclusive and cohesive ethos reflecting on the schools' world class vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate them, enable them to grow in confidence and cultivate thinking skills and creative potential beyond typical expectations.

This secure foundation ensures an ethic of aspiration, a broader commitment to, and proactive engagement in, wider society; enabling our pupils to be fully ready – academically and personally – for their transition from primary into secondary school and a life-time of influence beyond.

### 1.2. OUR VISION

#### **The Trust Vision is to:**

- Aspire to be an exceptional cluster of primary and secondary schools at the heart of our local community.
- Achieve our vision by bringing together a family of local schools - each with their own context, ethos, strengths and areas for development - to work together to enable every single child, and every member of our team, to be the very best they can be.

#### **The Goals of the Trust are to have individuals who:**

- Are lifelong learners of character.
- Are creative thinkers and innovators.
- Are collaborative and independent problem solvers.
- Are responsible and active role models/citizens.
- Have a global outlook.

### 1.3. OUR ETHOS

At Valley Invicta Academies Trust, we put the children we teach at the very centre of all we do. We are deeply aware that children only get one chance at their education. Our staff, equally, are at the heart of our schools. Parents/carers and governors are proactively involved in school life and the local, national and international community are an integral aspect of student and staff engagement.

Teamwork lies at our core: our entire community – students, staff, and parents work together and recognise the roles they play and the strengths they bring. Everyone has their voice heard; everyone is nurtured and cared for. We are ambitious and work hard to help enable excellence for all.

## 1.4. OUR VALUES

- Integrity;
- Collaboration;
- Excellence.

## 1.5. SST Maidstone

The School of Science and Technology Maidstone (SST) is an exciting new free school, opened in September 2020, with state-of-the-art facilities. We are extremely popular within the local community and have been oversubscribed. As a new school, SST presents a host of exciting opportunities for all- staff and students alike.

In January 2023 SST was inspected by Ofsted and was graded OUTSTANDING in all categories. This is a testament to the fantastic work that has gone into making this school a brilliant place to learn and work.

If you are passionate about working in a dynamic team to provide inclusive support to enable students to have full and effective access to the secondary school curriculum, we would love to hear from you.

Come and join our dedicated team of professionals who are always willing to support new staff in the best interests of our students. Our school continually evolves in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities. New opportunities, including career progression, are actively sought for all staff across the school. Collaboration with like-minded colleagues across the Multi-Academy Trust (VIAT) is set up to provide: networking, support, quality assurance and friendship. If you think you would thrive in this environment we want to meet you.

To learn more about of state of the art school, please visit our website: [www.sstmaidstone.viat.org.uk](http://www.sstmaidstone.viat.org.uk)

To apply, please download a copy of the application form and email to: [c.gilham@sst.viat.org.uk](mailto:c.gilham@sst.viat.org.uk)

## 2. PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>To be willing and able to work towards gaining any training and/or relevant qualifications, attending training and to take responsibility for your own development.</li> </ul>	<ul style="list-style-type: none"> <li>A qualification relevant to the role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of communicating professionally via telephone, email and in person.</li> <li>Experience of managing workload and prioritising tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children of all ages and ideally those of secondary age.</li> <li>Experience in an administrative/reception role.</li> <li>Experience of customer service.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Effective use of ICT and other specialist equipment/resources</li> <li>Knowledge of how a secondary school functions.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/codes of practice/legislation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Be able to adapt your communication style and be able to develop skills to suit the needs of the students that you are working with.</li> <li>Be able to work in a discreet and sensitive manner and understanding the need for confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of school roles and responsibilities and the position of the cover supervisor within these.</li> <li>Excellent verbal and written communications to a wide range of people.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Commitment to safeguard and promote the welfare of children and young people.</li> <li>Understanding and commitment to equality and diversity.</li> <li>Able to work supportively as a team member and able to take own initiative when working independently.</li> </ul>	<ul style="list-style-type: none"> <li>Adaptable and flexible in modifying work in order to achieve the best results.</li> <li>Ability to use your own initiative.</li> <li>Pay attention to detail and produce work to a high standard.</li> </ul>

## 4. JOB DESCRIPTION

<b>Job Title</b>	Receptionist
<b>Grade</b>	VIAT 4
<b>School / Department</b>	SST Maidstone
<b>Base</b>	SST Maidstone
<b>Hours</b>	37 hours per week, Term Time Only.
<b>Reports to</b>	PA/Office Manager
<b>Accountable to</b>	Head of School

### 2.1. JOB SUMMARY

The successful candidate will be friendly, professional and possess the qualities to be the 'face of the school'. You will deal with communication over the telephone, email and face to face with students, parents, staff and other stakeholders.

### 2.2. KEY WORKING RELATIONSHIP

- School Leadership Team;
- Pastoral Leaders;
- School Admin Team;
- Teachers and Students;
- Safeguarding and health and safety leads.

### 2.3. KEY RESULTS AREAS

#### Areas

- Greet all visitors, contractors, students and parents in a welcoming, professional manner.
- Adhere to the signing in and safeguarding process for visitors and contractors ensuring the correct lanyards are issued, providing supervision as necessary.
- Coordinate room booking and minibuss and school van booking system.
- Manage the office voice mail and email inbox.
- Ensure the prompt delivery of all messages between staff, parents and students.
- Respond with administrative back-up when the fire alarm is activated.
- Support the Headteacher's PA with admin tasks, where necessary.
- Support the Curriculum Administrator with day-to-day tasks, including proof-reading and any other duties that can be undertaken when the reception area is quiet.
- Oversee duties of student receptionists.

#### Safeguarding

- VIAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Equality and diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.



## 2.4. STATEMENT

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

<b>Signed</b>		<b>Date</b>	
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