



# Hurstmere School

## Recruitment Pack Receptionist



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum  
Workplace  
Wellbeing Award



benenden  
health  
Subsidised Private  
Healthcare



Free flu jabs  
every autumn



Employee Assistance  
Programme with  
Free Counselling



Mental Health  
First Aiders  
in all schools



Early finish for  
teaching staff on  
Fridays for CPD/PPA



Multiple routes  
into teaching



Opportunities for  
collaborative CPD



Trust-wide training  
and networking  
events



Career Progression  
and upskilling  
opportunities



Bespoke in-house  
Into Leadership  
Courses



LGPS/TPS Pension  
Scheme & Generous  
Contributions



Competitive salary  
with annual pay  
progression



Early salary  
withdrawal with  
Access EarlyPay



Minimum 25 days  
annual leave for  
full time staff,  
plus bank holidays



Discounted hire of  
school facilities



Cycle to work  
scheme



Free car parking  
at each Trust site



EV Charging across  
sites



On site catering  
with a full  
lunch menu



Discounted gym  
membership



A diverse and  
inclusive workplace



Staff referral  
scheme



Flexibility  
for life events



Annual  
Trust Awards

We are happy to talk about flexible working.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



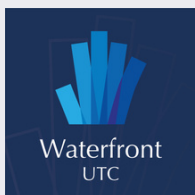
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



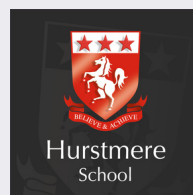
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



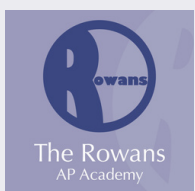
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to Hurstmere School



A very warm welcome to Hurstmere School and thank you for your interest in our school. This is a very exciting time to be joining our Hurstmere community, having recently received the best GCSE results in the school's history. Hurstmere School is a popular, non-selective secondary academy for boys aged 11-16, with a strong sense of community and determination to succeed in all we do.

Our vision is for our students to **'Believe and Achieve'**; to be the best that they can be. By promoting high aspiration and fostering a confident self-belief that with hard work and determination, there are no boundaries to what they can achieve.

During their time with us, students develop the character traits and values of our RTRAILS - Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief. Hurstmere offers a supportive and inclusive environment that celebrates and welcomes diversity. We expect everyone in our community to have the highest expectations of themselves and of each other. We offer all students, regardless of their starting point, the very best chance of academic success by delivering a curriculum which gives our students the foundations to fulfil their ambitions.

*Mrs Bennett, Principal*

## Why choose Hurstmere School?

- Students are encouraged to fulfil their ambitions outside of the curriculum, including Sports Leadership, DofE, the Bexley School Games programme, and access to a bespoke TV studio and recording studio.
- Our pastoral team place value on personal wellbeing and development, looking after the whole student.



NOR

966



Age Range

11-16



PP

16.4%



FSM

15.3%



SEN

22.5%



EAL

8.9%

# Job Description

**Job Title:** Receptionist  
**Contract Type:** Part time, Permanent, Term Time Only  
**Remuneration:** Bexley NJC point 4.1

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- Proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the children in the school.



**Personal and professional conduct**

The post holder should conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

**Purpose of the Job:**

To provide a professional and welcoming first point of contact for students, parents, staff, and visitors, while delivering efficient administrative support in a fast-paced environment as part of the school's wider Administration team.

**Key responsibilities:**

- Receive and prioritise incoming telephone calls and deal with them appropriately
- Welcome visitors, staff and students and direct as appropriate
- Provide administrative support to the school community
- Undertake general administrative services as needed: typing, filing, shredding, photocopying, archiving, etc
- To have a broad and in-depth understanding of the school's Management Information System (Arbor) - training will be provided
- Input of student records and retrieval of information relating to students ensuring the utmost confidentiality
- Assist with administration of school events and activities such as open evenings, parents' evenings, prize-giving events, school photographs
- Any further duties that the Office Manager or Senior Leadership Team may delegate which are commensurate with the grade of the post

**Resources:**

- Operate relevant equipment/ICT packages (e.g. internet, intranet, E-mail)

**Communication and Meetings:**

- Attend Staff, Department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the School in all dealings with the wider public

**Additional Duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and 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 line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE or equivalent Grade C and above</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development</li> <li>First Aid Trained</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience in a reception or front desk role</li> <li>Experience of working in an administrative setting</li> <li>Experience in using a Management Information System such as Arbor or other equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the academy or education sector</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>High degree of accuracy</li> <li>Ability to manage time effectively to complete tasks to a high level</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Be flexible to changing demands of the post</li> <li>To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection and safeguarding policies</li> <li>Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>Excellent communication, including verbal and written, and interpersonal skills</li> <li>Competent with IT and other software packages such as Word, Excel and PowerPoint, and Management Information Systems</li> <li>Good organisational skills and a good attention to detail</li> <li>Proficiency in using office equipment (e.g. printer, photocopier, laminator)</li> <li>A solution-focused mindset and determined “no excuses” approach to raising standards</li> <li>A personable nature to build effective Relationships</li> <li>Ability to multitask and remain calm under pressure</li> <li>Ability and keenness to promote the Trust’s positive culture and ethos</li> </ul>	

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|---|--|
| <ul style="list-style-type: none"><li>• A high level of integrity, confidentiality and discretion</li><li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li></ul> |  |
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