

Information about the Reception and Admin Assistant Position

Who are we?

A five-times outstanding special school whose vision is

Achievement for all in a unique world-class school

that

- intends to be the best in the world at what we do
- provides dedicated staff with the opportunity to become excellent
- is respected locally and nationally in the education and creative sectors
- believes our pupils deserve the very best from us

What does the job involve?

To provide an efficient, professional and welcoming reception and administrative service, acting as the first point of contact for visitors, staff, students and external stakeholders. The role supports the smooth day-to-day running of the school through effective communication, attendance administration and general office duties.

What will I be directly responsible for?

You will be directly responsible for providing a friendly and professional front-of-house service; following visitor and safeguarding procedures; managing calls, emails, post and enquiries; supporting student attendance administration and absence follow-up; maintaining accurate records and MIS information; preparing routine documents; and providing general administrative and operational support across the school.

Who are you?

1. We are seeking to recruit a Reception and Admin Assistant who is welcoming, professional, organised and committed to providing an excellent first point of contact for our school community.
2. An effective communicator with good interpersonal skills who can respond confidently and courteously to visitors, parents, students, staff and external stakeholders in person, by telephone and by email.
3. A careful administrator with strong attention to detail and the basic IT skills needed to use Microsoft Word, Excel and Outlook and to maintain accurate paper and electronic records.
4. Resourceful and able to work both independently and as part of a team, managing routine tasks alongside changing priorities in a busy school office.
5. Committed to keeping children safe by following visitor, attendance and safeguarding procedures carefully and escalating concerns appropriately.
6. Trustworthy and discreet, with a clear understanding of the importance of confidentiality, GDPR and accurate

information handling.

7. Flexible and willing to support attendance administration, student services, trips and events, payments, office supplies, records management and reception cover as required.
8. Clear about your contribution to our school vision, Equality and Diversity, and inclusive administrative practice, helping ensure fair access, effective communication and support for all.

Who are the students?

Our students

1. are fantastic, though not an 'easy ride' in any sense
2. usually come from mainstream primary school at age 11 as a large secondary school just wouldn't work for them
3. usually remain here until age 16 or 17 before going onto mainstream local colleges or training
4. have a wide range of Learning; Speech, Language & Communication and Emotional Needs
5. have many strengths and talents to discover, as well as difficulties, achieving up to GCSE/BTEC levels
6. make great strides with their personal, social and academic development during their time here

What else do you need to know?

- We have a mixture of primary, secondary, and FE, experienced curriculum staff; there is a great sharing of expertise amongst staff.
- Our school community is richly diverse; understanding, celebrating, and capitalising on that is essential to the success of our school. We encourage applications from all sections of the community and have made a public commitment to Equality and Diversity.
- Our students tell us that the qualities they value in our staff are patience, kindness, being a good listener and having a good sense of humour. (Other qualities are 'cool' 'able to play football' and 'ability to skip' but we won't hold you to that!) We value highly the views of our students so they therefore will play a part in the recruiting process.
- There are 30 lessons per week, including assembly.
- There are 2 classes per year group, each with 11-12 students
- We highly value continuing professional development therefore attendance at fortnightly afterschool CPD until 4:45pm is a requirement.
- We are a lead school in the Hackney Teaching School Alliance where we work alongside 11 primaries, 3 secondary, a nursery and alternative provision. Developing our impact on teacher training and CPD beyond our school is a priority for the coming years.
- We are a National Support School and support development of educational leadership, teaching & learning as far away as Suffolk and Wolverhampton.
- We have made the John Hattie Visible Learning Plus Programme a central part of our CPD programme, continually developing evidence-informed approaches to teaching and learning.
- Although they make great strides with their personal, social and academic development here, most students will still have considerable difficulties with their learning when they are in KS4.
- We take safeguarding children seriously: As part of the shortlisting process, we will carry out an online search (including social media) on all applicants. Employment is not confirmed until a reference from your current/most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.

What do I do next?

We'd very strongly encourage you to join an informal discussion online before you apply to help you get a sense of the school and team you'd be working with and to ask any questions you may have. Please contact Kitty Kaur via recruitment@stormonthouse.hackney.sch.uk or (020) 8985 4245 for further information.

This post is graded SC4. Please see the vacancy advert for details of any informal meeting or visit arrangements.

Completed application forms should be emailed to recruitment@stormonthouse.hackney.sch.uk

Please see the vacancy advert for the application deadline.

Please see the vacancy advert for the interview date.