



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact Mrs. Chris Calder, PA to the co-headteachers via ccalder@cramlingtonlv.co.uk



Registered in England and Wales Co No: 07730940

Coheadteachers: Mr J Bird/Mrs K Irving.

11-18 Secondary School of 1740 pupils with 325 in the Sixth Form.

RECEPTIONIST/ADMINISTRATION ASSISTANT

BAND 3 £17,015 - £17,355 (Subject to April 2021 pay award expected at 1.75%)

Full time 37 hours per week, Term Time plus 10 days

We are looking to appoint an experienced and enthusiastic Receptionist to provide a professional reception and administrative service at Cramlington Learning Village. You will be part of a wider student support team who are committed to ensuring a high level professional support service to staff, students and our wider stakeholders. Experience of working in a school environment would be an advantage.

All new staff will receive an induction programme and ongoing support in a school noted for its motivated staff and students who are extremely proud of their school. Join us and make a difference.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Further details and application forms are available via our website on www.cramlingtonlv.co.uk or by contacting **Mrs C Calder** (ccalder@cramlingtonlv.co.uk), to whom completed application forms should be sent to arrive no later than midday on **Monday 8th November 2021**.

RECEPTIONIST/ADMINISTRATION ASSISTANT

Job Description

Job Details

Job Title:	RECEPTIONIST/ADMINISTRATION ASSISTANT
Reporting To:	Exams, Cover & Office Manager
Contract Type:	Full time 37 hours per week, Term Time plus 10 days
Clients/ Liaison with:	All Staff & Students

Organisation

- Assist with the organisation of the work of a small group or team of staff, delegating work appropriately, providing clear guidance and motivating staff to achieve service objectives and quality standards
- Contribute to the induction, appraisal, training and development of less experienced colleagues, acting as coach and mentor as necessary
- Deal with complex reception/visitor matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Assist with school trips/events etc

Administration

- Welcoming visitors and dealing with security arrangements i.e. visitors sign-in and issuing security passes, answering and fielding calls, taking messages, dealing with enquiries on the phone, face to face and via email, dealing with deliveries and assisting with pupil enquiries.
- Enforcing vetting procedures, obtaining vetting details e.g. DBS details, Photographic ID etc. for the Single Central Record in line with schools safeguarding procedures.
- Develop administrative systems in order to meet specific local requirements
- Manage manual and computerised record and information systems e.g. Bromcom
- Analyse and evaluate information and produce reports and information as required
- Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
- Provide personal, administrative and organisational support to other staff
- Provide organisational support to the Governing Body
- Monitoring of uniform stock levels, sales, and update of the uniform stock list spreadsheet
- Support the organisation and scheduling of school photograph days
- Co-ordination of whole school mailshots, including those sent via the text messaging system.
- Providing general administrative support to the Senior Management in the Junior Learning Village and Senior Learning Village

- Provide administration support for the Exams, Cover and Office Manager
- To assist with the processing and checking of external examination entries
- To co-ordinate the coursework/estimated grades associated with external examinations
- To book external invigilators
- To access archived school results via internal filing systems and external websites
- To assist in the briefing of external supply teachers on their arrival, prior to deployment within school
- Providing a comprehensive reprographics service including the production of complex documents i.e. production of conference booklets and external training materials
- Maintaining adequate stocks of paper and consumables to ensure all reprographics requests are met
- Producing monthly accounts to record reprographics and paper usage by Department, and submitting these to the Finance Department on a monthly basis
- Liaising with reprographics leasing companies and their Engineers to resolve breakdowns.
- Responsibility for the school post system, including the franking of all out-going mail and the postage of recorded and couriered parcels
- Maintaining the credit upon the school franking machine to ensure that sufficient credit is always available.
- Monitoring the stock levels of envelopes and re-ordering when necessary.
- Provide regular secretarial and administrative support to the Attendance Manager
- Assist with more complex support work to investigate, collate, record, manipulate, extract and distribute data in accordance with predetermined boundaries or as instructed
- Respond to more complex or detailed enquiries both verbally and in writing
- Arrange and co-ordinate room bookings.
- Arrange meetings, attending and taking accurate, straightforward notes as requested
- Ensure care and reconciliation of petty cash and other amounts of cash or cheques
- Support Headteachers PA / School Manager in collecting and processing vetting documentation for new staff.

Resources

- Operate relevant equipment and complex ICT packages
- Manage any retailing activity that takes place within the school e.g. uniform sales.
- Provide advice and guidance to staff, pupils and others
- Undertake research and provide information to inform decisions

Responsibilities

- Comply with and assist with the development of policies and procedures. Reporting all concerns to an appropriate person.
- Support the school's policies that ensure equality of opportunity
- Contribute to the overall ethos of the school
- Establish constructive relationships and communicate effectively with external agencies
- Attend and participate in regular meetings
- Participate in training and development as required.

Working Arrangements

Physical Requirements: -

Transport Requirements:	Own transport required to travel within and out with the County
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Working Patterns:	Normal work patterns
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Working Conditions:	Normally indoors and office based
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Additional information

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



RECEPTIONIST/ADMINISTRATION ASSISTANT

Person Specification

Key to assessment methods: (A) application form, (I) interview, (R) references, (T) ability tests (Q) personality questionnaire (G) assessed group work, (P) presentation.

	Essential	Desirable
Knowledge & Qualifications Assessed By: A	NVQ 3 Qualification or experience in a relevant discipline. Very good literacy and numeracy skills.	NVQ 2 qualification in literacy or numeracy.
Experience Assessed By: A/I	Experience of developing and managing administrative systems.	Clerical/Financial /Administrative experience gained within a school or educational setting. Experience of managing staff. Experience of managing budgets.
Skills & Competencies Assessed By: A/I	Effective use of ICT and other specialist equipment /resources. Good ICT and keyboard skills. Ability to work with children and adults. Ability to work as a member of a team. Ability to self evaluate learning needs and actively seek learning opportunities.	Experience of educational ICT systems and/or other management information systems.
Physical, Mental & Emotional Demands	Some periods of concentrated mental attention and pressures from deadlines, interruptions or conflict.	

	Essential	Desirable
Other Assessed By: A/I/R	Willingness to take and act on advice, to participate in learning and development. High expectations of oneself and of students. A commitment to and interest in the wellbeing, support and achievement of students. Energy and enthusiasm. A belief in teamwork and co-operation with adults and students. A willingness to challenge oneself to seek continuous improvement. To be positive about the need for innovation and change. Flexibility, imagination and resilience, reliability and integrity. A positive attitude to school. Self awareness.	Interested in further professional development.





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