



# Administrator and Receptionist Candidate Information

June 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Nicky Fordyce Admin Services Manager, [nf@bournside.gloucs.sch.uk](mailto:nf@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 3pm on Wednesday 22nd June 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELtenham BOURNside SCHOOL

## Administrator and Receptionist

**Start date: 5<sup>th</sup> September 2022**  
**Salary: £10,903 - £11,571**  
**annual gross**  
**Contract: 25 hours per week,**  
**39 weeks per year, Fixed term.**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint an Administrator and Receptionist to support the main school office with administrative tasks.



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**Applications by:**  
**9am Wednesday 22<sup>nd</sup> June 2022**

As an Administrator and Receptionist, you will work under the guidance, support and direction of the Admin services manager who will line manage you and be part of a team of three staff.

You will work within the school office and be first point of contact with parents/carers, visitors, students and members of our community.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### Application pack:

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)



**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



# CHELTENHAM BOURNSIDE SCHOOL

## Job Description

### Administrator and Receptionist

**Post title:** Administrator and Receptionist

**Responsible to:** Admin Services Manager

**Hours per week:** 25 hours per week

**Working days and hour:** Monday to Friday

**Working Weeks:** 39 weeks per year

**Contract Type:** Fixed term (academic year 2022/23)

**Salary:** £10,903 - £11,571 (Based on Grades D3-D6 £18,887 - £20,043 full time equivalent)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

#### Purpose

- To provide administrative support in the school office
- To undertake reception duties to provide a quality customer service to parents, visitors, staff and students
- To support the administration for the schools' sixth form and extra-curricular activities

#### Specific responsibilities

- Welcome our visitors to the school, and support staff and students in a variety of tasks.
- Undertake reception duties, answer telephone calls and respond to face to face enquiries.
- Undertake a range of administration tasks for the schools' sixth form and for extra-curricular activities.
- Maintain manual and computerised records on the management information system
- Undertake reception duties, answer telephone calls and respond to face-to face enquiries.
- Undertake typing, word processing and other IT based tasks, such as preparing letters as requested in line with the standard letter templates provided or as requested.
- Undertake photocopying, filing and completion of routine forms.
- Sort and distribute mail; prepare outgoing mail
- Complete bulk reprographic requests for staff (including laminating requests)
- Oversee the relevant internal and external email accounts and ensure all emails are responded to, redirected and/or dealt with
- Assist with other general administration tasks that commensurate with the grade and level of responsibility of this post.

#### Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Administrator and Receptionist

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Higher level qualification</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Ability to work constructively as part of a team</li> <li>Ability to competently use Microsoft office packages to include Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in a secondary school or education environment or similar public service context</li> <li>Understanding of child protection/safeguarding</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent oral communicator and interpersonal skills</li> <li>Written communications are appropriate for the intended audience and grammatically correct</li> <li>Self-motivated and high levels of personal drive</li> <li>Motivate and inspire colleagues</li> <li>Demonstrated dynamism and creativity in solving problems</li> <li>Ability to meet deadlines</li> <li>Is aware of their own strengths and areas for further development</li> <li>Resilient and able to accept constructive feedback from others in order to further improve performance</li> <li>Able to prioritise tasks effectively and efficiently</li> <li>Attention to detail and high levels of accuracy.</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

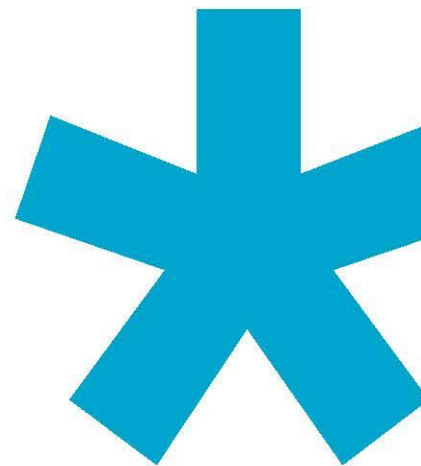
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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