



Advert

We are a Training Centre at Fiveways School called Specialist & Personalised Training Services

Receptionist and Administrative Support (Maternity Cover)

Grade 14 - £11.98-£12.38 per hour

Term time: 39 Working Weeks, 5 days per week (37 hrs)

09:00-17:00 hrs - Monday to Thursday

09:00-16:30 hrs - Friday

To start 6th January 2025 and to end 6 January 2026

If you are a good communicator, highly motivated, organised and great at admin, come and join our small energetic team at Specialist & Personalised Training Services (SPTS).

We are a creative dynamic organisation that works collaboratively with schools and other organisations to provide high-quality training and support for school improvement in Somerset and beyond, with a particular focus on SEND, SEMH and Positive behaviour management.

We have a training centre in Yeovil but work across the county.

Due to us being a part of Fiveways School, we are committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo Child Protection screening, including checks with current and past employers and an enhanced DBS clearance. References will be requested before interview. Due to KCSiE guidance, online checks will be carried out as part of our shortlisting process.

The school employs a rigorous "safeguarding" approach to recruitment.

Fiveways School strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, race, gender reassignment, marital or civil partnership, religion or belief, sexual orientation, sex or pregnancy and maternity.

Closing Date for receipt of applications: **Tuesday, 3rd December 2024**

Date for Interview: **Thursday, 12th December 2024**



Fiveways School

A Specialist School for 'Communication and Interaction'

Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Victoria Road, Yeovil Somerset BA21 5AZ

Tel: 01935 476227 E-mail: office@fiveways.school

Headteacher: Mr Swavek Nowakiewicz

Website: <http://www.fivewaysschool.co.uk>

JOB DESCRIPTION

Job Title: Receptionist and Administrative Support (Maternity Cover)
Grade and Salary Range: Grade 14, Point 4-6 (£11.98-£12.38)
Responsible To: SPTS Lead

Purpose of the Job

This is an exciting opportunity to join a small team. The role is to work alongside the Fiveways SPTS Lead and relevant member of School SLT to ensure the SPTS operates with a sound, agreed and sustainable business model. The SPTS Administrative Support Officer will also liaise with the Business Manager of Fiveways School.

SPTS has a strong track record of accomplishment. It is respected within Somerset and beyond that has at its heart collaborative partnership working with a range of schools and organisations with a particular focus on SEND. We would expect the highest standards and expect the post holder to consistently meet or exceed performance expectations, and have a strong commitment to our missions and values.

Main Responsibilities and Duties

SPTS Delivery

- Provide a reception service for the Training Centre. Signing visitors in using our Signing In App, taking messages and dealing with queries as appropriate. Answering the telephone, taking messages and passing on, welcome visitors to the Training Centre and dealing with general enquiries
- Provides administrative support to the SPTS Lead
- Supports administrative colleagues in the process of completing paperwork, reports, monitoring and chasing as necessary
- Maintains the calendar ie, staff training, bookings
- Basic administrative tasks in support of the SPTS Officer including monitoring stationery supplies and re-stocking as required
- Assist the SPTS Lead in developing, marketing and managing training opportunities and events
- Support SPTS Lead to liaise with schools, external agencies and organisations, including the sourcing of tutors for CPD delivery
- Schedule and market CPD and other events, including managing enquiries, bookings, cancellations
- Host events including communication with delegates and tutors, provision of accommodation, materials, resources and refreshments
- Collate course evaluations and report back to the SPTS Lead

- Undertake work of a more involved nature and requiring more specialist knowledge and skills in liaison with the SPTS Lead eg, manage Team Teach including
 - Implement an annual programme of tutor reaccreditation
 - Recruit and arrange training of new tutors as required
 - Plan and implement schedules of reaccreditation training (3 year and 2 year cycles) for accredited Team Teach schools and staff
 - Market and arrange delivery of Team Teach for new schools and new staff (in house and open courses)
 - Support tutors by liaising with schools, providing course materials, logging delegate details and outcomes on Team Teach database

Training Centre

- Generate and manage Training Centre bookings, hire agreements, lettings and income
- Oversee the smooth running of the Training Centre buildings and equipment in conjunction with the Caretaker, Fiveways Headteacher or Business Manager. Act as a point of contact for out of hours lettings
- Act as a point of contact for visitors, staff and organisation to the Training Centre and deal appropriately with enquiries and situations that arise.
- Manage the operational aspects of the Training Centre ICT infrastructure calling on expert advice where necessary.
- Manage and set up catering arrangements.

Facts and Figures

- SPTS annual turnover in the region of £135,000
- SEN.Se turnover iro £80,000 pa
- Training Centre premises 130m²

Problem Solving and Creativity

- To support the SPTS Lead and relevant member of School SLT with financial and business best practice including
 - Undertake forward financial planning, including assumptions and estimates of activity, income and costs
 - Plan, establish and implement annual programme of Team Teach training and reaccreditation
 - Use creativity and initiative to look for and generate CPD, funding opportunities and Training Centre bookings
 - Plan and prioritise the work programme subject to deadlines and dealing with urgent matters as required
 - Provide practical advice, guidance and assistance for delegates, tutors, Training Centre users and other enquirers

Physical Effort and Working Conditions

- Attend SPTS meetings, taking and distributing minutes as required
- An office environment requires the post holder to remain seated for long periods, either working at computer or desk.
- A busy Training Centre, office spaces and SPTS activity includes regular interruptions

Contacts and Relationships

The post holder will:

- Have a close working relationship and regular contact with the SPTS Lead, relevant member of School SLT and Business Manager. There will also be regular contact with teaching and non-teaching staff of Fiveways School
- Have a close working relationship with Team Teach head office staff
- Negotiate availability, fees, terms and conditions with training providers, schools and commercial providers hosting CPD/providing venues
- Liaise with customers, CPD delegates, Training Centre clients, and bodies commissioning work/support from SPTS
- Have other contacts including Governors, Schools, Phase Associations, Higher Education Institutes, SCC Staff and other organisations
- Have adaptability to deal with the pressure of a busy office, wide range of enquiries, visitors, correspondence, emails and telephone calls
- Have an ability to work as part of a team and interact with a wide variety of people and organisations
- Have a high level of confidentiality and discretion.

Additional Information

- The post holder will receive induction, on-going support and training as required.

Knowledge, Skills and Experience

Desirable

- Educational competence to A Level standard or equivalent
- To have experience of enterprise set up and development
- Familiarity with a school environment
- Higher level qualifications in (school) management eg, certificate/diploma in School Business Management
- Experience of website maintenance and use of social media (Facebook, Twitter, Instagram)

Essential

- Have a good standard background in business and financial systems
- Experience to a good standard with MS Office (Excel, Word, Outlook) a variety of databases and web-based information management systems
- Have strong numeracy and literacy skills
- Have excellent interpersonal skills
- Have an ability to prioritise and problem solve

It is vital that as part of Fiveways School's approach to safeguarding, governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in our school. As part of this culture, it is important to adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

I agreed that the job description is a fair and accurate statement of the requirements of the job. I am committed to Fiveways safeguarding and promoting the welfare of children and young people and follow policies and procedures.

The job description, together with any agreed objectives, will normally provide the main criteria against which to evaluate a post holder's performance, through the schools Performance Management / Appraisal / TAPP (Teaching Assistant Progression Pathway)* process. I understand that Fiveways School adopts a rigorous approach and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Delete as appropriate**

Job Holder (Signed): _____ Date _____

Headteacher (Signed): _____ Date _____

Swavek Nowakiewicz

| | Essential | Desirable |
|-----------------------|---|---|
| Qualifications | <p>Have a good standard background in reception and admin systems.</p> <ul style="list-style-type: none"> • 5 GCSE's x C grade or above English and Maths (or equivalent) | <ul style="list-style-type: none"> • 3 A levels or equivalent |
| Experience | <p>Working in an office environment</p> <p>Work without direct supervision and able to develop own skills</p> <p>Liaising with school/clients</p> <p>Experience to a good standard with MS Office (Excel, Word, Outlook), a variety of databases and web-based information management systems</p> <p>Have strong numeracy and literacy skills</p> <p>Approachable with excellent interpersonal skills</p> <p>Have an ability to prioritise and problem solve</p> <p>Ability to promote a positive image of the company to visitors</p> <p>Answering the telephone and transferring calls</p> <p>Experience of greeting guests and visitors and making them feel welcome in a positive and friendly manner</p> | <p>Experience of website maintenance and use of social media (Facebook, Twitter, Instagram)</p> <p>Experience of working with confidential information</p> <p>Experience of basic clerical duties and office procedures</p> |
| Skills | <p>Problem solving/multi-tasking</p> <p>Meeting deadlines</p> <p>Ability to work under pressure</p> <p>Excellent communication skills with diverse range of people</p> <p>Excellent organisational skill and has the ability to co-ordinate training courses/conferences</p> <p>Experience of using software programs</p> | |

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| | <p>Good computer skills including: Word, Excel, Outlook, Publisher other databases</p> <p>Excellent attention to detail</p> <p>Strong teamwork skills, understands when to escalate issues and consult with others</p> | |
| Personal characteristics | <p>Approachable</p> <p>Committed</p> <p>Creative</p> <p>Enthusiastic</p> <p>Organised</p> <p>Flexible</p> <p>Positive attitude</p> <p>Resourceful</p> <p>Ability to work under pressure</p> <p>Work effectively in a team</p> <p>Willingness to go that 'extra mile' and further the aims of SPTS</p> <p>High expectations of yourself and also of your colleagues</p> <p>Embrace the ethos of the school</p> <p>Willingness to take on responsibilities</p> <p>Excellent attendance and punctuality</p> <p>Embrace the school vision, mission and values. Our core values are empathy, respect, high expectations, partnership and teamwork, excellence and enjoyment and ambitious for all</p> | |
| Other | <p>Self-motivated</p> | |

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| Requirements | Work additional hours as required by the nature of the business Working without direct supervision and managing own workload Commitment and loyalty to the organisation's mission Ambition and drive to help the organisation develop Ability to manoeuvre and set up training equipment | |
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