



THE
KEYSTONE
ACADEMY

part of the



YOUTH
ENGAGEMENT
SCHOOLS
TRUST

A specialist school for young people with Social, Emotional and
Mental Health needs, with a specific focus on neurodivergent
learners
Aged 4-16

Academy Receptionist

30-37 hours per week

(to suit individual circumstances)

Term Time

Salary Band -£18,341 - £19,200 pro rata

(Actual salary band for term time/ 37 hours per week - £16,392-£17,106)

****Salary Review Pending****

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For further information or to request a meeting or telephone call with the Headteacher email - admin@thekeystoneacademy.org / Tel: 01743 599011

Dear Applicant

Thank you for your interest in becoming part of our brand-new team at The Keystone Academy, Shrewsbury.

We are seeking a friendly and organised receptionist to greet children, parents, carers, visitors and staff and provide general office and communication support. The role will develop as our school grows so flexibility and adaptability are key, alongside a desire to work in a unique educational setting. In return you will be part of our inclusive and vibrant team from day one.

If you feel that The Keystone Academy may be the right place for you, we hope you will consider applying for the post.

I will be more than happy to have an informal conversation if you have any questions, so please do get in touch via email admin@thekeystoneacademy.org

Yours sincerely

Mrs Ali Bellaby
Headteacher

The Keystone Academy Recruitment and Selection Process

You are asked to complete the Youth Engagement Schools Trust application form (available on the School and Trust websites)

<https://thekeystoneacademy.org/vacancies/>
<http://theyestrust.org/vacancies/>

You are asked to include as part of, or separate from the application form, a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages). **CVs will not be accepted, so please do not send in, or refer to one.**

You are asked to return your application form & letter of application by email to:

admin@thekeystoneacademy.org

The deadline for applications is:

Time Line for Assessment and Selection Process	
Advertising window	From 9th September 2022
Closing date for applications	5pm 26 th September 2022
Opportunity for informal discussions with Headteacher	By appointment
Interviews	3 rd and 4 th October

The Keystone Academy Educational Vision

The Keystone Academy brings together the vision of the YES Trust with that of Shropshire Local Authority, aiming to provide an excellent specialist school for students with SEMH, including those with neurodivergent needs. We will develop a truly passionate team that will gain a strong local understanding around working processes and support networks based in Shropshire and will strive to work very closely with the Local Authority.

Moral purpose

The Keystone Academy and the wider Trust, strive for equity - providing exactly what each learner needs, maximising their potential and fostering an unwaveringly positive outlook that is healthy and vibrant for all.

Vision

To support all vulnerable learners, raising their aspirations through high quality engaging education which empowers and liberates their futures.

At The Keystone Academy, we believe that:

- Learning should be exciting and purposeful
- Every student should have the opportunity to reach their full potential, whatever that may be, regardless of their abilities, needs, disposition or background
- Neurodivergence should be celebrated and seen as a strength
- Nurturing the whole child prepares them for success and happiness in school and life
- Creating a safe and respectful environment enables students to learn best
- Working in collaboration, with students, families, staff, agencies, and the local community, we can overcome challenges and achieve great things

This vision will enable us to ensure that all students will leave The Keystone Academy happy, well-balanced, life-long learners who are well prepared for their future beyond school. The bespoke curriculum for academic, vocational as well as social and emotional learning, will allow and encourage all students to progress towards high quality destinations. We will nurture our learners to acquire a repertoire of skills and knowledge anchored around their personal pathways. Students will be supported to achieve their highest possible outcomes, enabling them to realise their hopes and dreams.

'Keystone' represents far more than just a name for a school. It neatly summarises our vision for the Academy, and expresses the ethos for the education we strive to provide; an ethos focused on positive achievement and success at every stage. A keystone in a literal sense is the main stone that holds complex structures together and we see our role with this school as a figurative keystone for children, families, support services and wider life ambitions. By adopting this keystone approach, we will ensure the core focus is child centred, with full support, providing real life opportunities.

School Receptionist Job Description

Reports to: Office Manager

Purpose of the Role:

To help provide a comprehensive, efficient and effective reception and administrative support service for the school, working alongside the Office Manager in the main school office.

Duties and Responsibilities

- To act as a main point of contact for visitors, staff, pupils, parents, carers, outside agencies and other stakeholders. Providing advice, information, and assistance where possible either over email, telephone or face to face. To provide hospitality for visitors as necessary and implement school safeguarding policy.
- To provide administrative support to the Headteacher, and staff as directed by the Headteacher and/or Office Manager. This may include maintenance of records, written and electronic, origination of letters, photocopying, scanning, emails and phone calls.
- To help to arrange for supply cover in the event of staff absence
- To support the Academy's attendance process.
- Ordering school lunches and collecting cash/cheque payments for lunches
- To help administer pupil enrolment and leaver procedures, to add to and maintain pupil and staff databases on the school MIS. To maintain lists and registers ensuring records are accurate and up to date. To produce reports, lists, information and data as required.
- To complete statutory census returns along with other weekly and monthly returns such as staff variation sheets and sickness absence and insurance returns
- To assist in the routine administrative arrangements in relation to the recruitment and interviewing of applicants.
- To support the Office Manager in maintaining and monitoring staff information, including absences and staff training
- To help arrange and manage pupil transport requirements and liaising with external agencies.
- To keep updated, school prospectuses, home/school agreements, school website, displays and other marketing material
- To ensure security procedures are followed when people enter and exit the school in line with safeguarding requirements.
- To attend training as necessary.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection.
- To maintain complete/ strict confidentiality at all times.
- To undertake such other reasonable duties as requested

Academy Receptionist

Personal Specification

Attributes and requirement	Essential	Desirable	How Identified
Relevant Experience & Knowledge	<ul style="list-style-type: none"> • Experience of handling enquires from/dealing with members of the public • Good knowledge and understanding of administrative procedures. • Reception/ General admin experience • High level of accuracy • Good functional literacy and numeracy skills 	<ul style="list-style-type: none"> • Experience of working in a school / forward facing office environment • Experience of using school MIS systems or similar software packages • Experience of financial procedures 	Application form Interview References
Education & Training	<ul style="list-style-type: none"> • Good standard of general education to include 5 GCSE's (including Maths and English A-C) or equivalent • Willingness to undertake training and development 	<ul style="list-style-type: none"> • Evidence of continuing professional development 	Application form Interview
Special Knowledge & Skills	<ul style="list-style-type: none"> • Friendly, calm, patient and approachable demeanor. • Able to use/ learn schools IT systems and packages. • Self-motivated and organised, ability to work calmly under pressure and to meet deadlines • Confidentiality, tact and diplomacy in relationships with all members of our school community • Passion to undertake all tasks to the very best of own ability. • Ability to interact well with children who have complex learning difficulties • Flexible • Will seek advice and support when necessary • Open minded and receptive to new ideas 	<ul style="list-style-type: none"> • Experience liaising with outside agencies and parents 	Application form Interview References

The YES Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.



At the Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all Trust employees from their first day with us:

- Access and support with training and CPD
- Specialist training where required
- Free lunch at school
- Free parking
- Nursery benefits
- Car purchase salary sacrifice scheme
- Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
- Perkbox

- A huge range of discounts, free gifts, perks including shopping, eating out, holidays
- The wellness Hub – access to a variety of practical and useful resources
- Medical – on-line GP appointments, prescriptions and advice at a time convenient to you



The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement

The safe recruitment of staff in The YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in The YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should

set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The YES Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.

Note re: School holidays

Before applying, please be aware that The Keystone Academy adopts a slightly different holiday calendar to other schools. Each half term is approximately six weeks in duration with two week breaks in between. This will mean that summer break will be approximately 4 weeks in duration. For further clarification please contact the Headteacher.