



## CANDIDATE INFORMATION PACK

# Part Time Receptionist

2:00pm-4:45pm

Closing date: 09 January 2023

Interview Date: w/c 09 January 2023

Start Date: ASAP

## Welcome from the Headteacher



I am proud to welcome you to Belle Vue Girls' Academy. We are a long-established and highly successful academy with a thriving Sixth Form, providing an exceptional quality of education for girls aged 11 to 18.

At Belle Vue, we are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident

**future citizens. We expect nothing but the best, from everyone, for everyone.**

Our students are highly motivated, ambitious and aspirational. They are excited by learning and value the extensive opportunities we provide for academic and personal development. They get involved in exciting and enriching activities and experiences and develop as leaders and young citizens. We expect excellent attendance and punctuality, and for students to always behave in a respectful and courteous manner. Our high standards mean that our academy is a safe and happy place for all students to learn, and that all students can fulfil their potential.

Our staff are driven by ambition, aspiration, and excellence. They have the highest of expectations of all and work hard to ensure every student achieves aspirational academic outcomes, with personalised support, care and guidance at every stage of their journey. Our staff believe in and champion our students, we ensure no student is ever left out or left behind.

Our high expectations and the exceptional quality of education means that our students make excellent progress. In 2022 we celebrated our best GCSE results ever, placing us again among the highest performing schools in Bradford, and in the 'well above average' category for progress nationally. Our A Level results were equally strong, with 25% of grades at A\*-A and 50% at A\*-B. 88% of students studying an Applied Vocational qualification achieved Distinction\*/Distinction. All Year 13 students progressed to a university of choice, or a high-quality apprenticeship. Our girls work hard, and we are very proud of them.

I would like to invite you to explore our website and follow us on Twitter to find out more about us and the achievements of our remarkable students.

**Mrs. Deborah Anness**

**Headteacher**



## Receptionist

Band 4 (SCP 3-4)  
FTE £20 812 Actual £6 098.48

13 h/pw Term Time Only  
Mon-Thu 2:00pm-4:45pm  
Fri 2:00pm-4:00pm

**Closing Date: 09 January 2023**

For an application form please visit: <https://www.bvgacademy.co.uk/vacancies/>

Please return your completed application form via email to:  
[nichola.laidman@bvga.bdat-academies.org](mailto:nichola.laidman@bvga.bdat-academies.org)

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS)*



## BELLE VUE GIRLS' ACADEMY VISION AND VALUES

An exceptional educational experience for all  
Confident Learners - Confident Communicators - Confident Future Citizens

### Our Vision and Values

We are committed to providing an **exceptional educational experience for all**, empowering our young people to become **confident learners, confident communicators, and confident future citizens**.

We are driven by **ambition, aspiration, and excellence**. We expect nothing but the best, from everyone, for everyone. We break down barriers, we tackle **disadvantage**, and we value and actively promote **inclusion and celebrate diversity**. We create an inclusive environment, in which everyone feels welcomed, supported and confident about being themselves whatever their characteristics or background. We know that education has the power to dramatically improve life chances and we take our commitment to our young people seriously. We take every measure to ensure our academy is a happy and safe place for young people to learn and grow.

**Confident and empowered**, our learners become happy, successful and independent people. They are compassionate, respectful, resilient and responsible citizens, with positive personal strengths which guide their conduct. They are academically, socially, culturally and emotionally fulfilled and ready to become the leaders and change makers of tomorrow.

### Delivering an exceptional education for all:

- |   |  |
|---|--|
| 1 A positive, kind and caring academy ethos | 6 Exciting and enriching opportunities                               |
| 2 An ambitious curriculum                   | 7 Active student leadership and student voice                        |
| 3 Inspirational teaching                    | 8 An enabling and empowering academy culture                         |
| 4 Exceptional leaders                       | 9 Strong partnerships with families, carers, and the local community |
| 5 Personalised pastoral care                | 10 A culture of ambition and aspiration for all                      |



### Who are we?

Belle Vue Girls' Academy is an inclusive secondary comprehensive school with Sixth Form located in Bradford. The school was founded in 1877, making us one of the oldest girls' schools in the country. We are proud of our Bradford heritage and culture; we have a very long history of providing an exceptional quality of education for the young women of Bradford.

We are a highly successful academy. Our students make excellent academic progress and experience a wide range of enriching and character-building opportunities, equipping them with the confidence, knowledge, and skills to become happy and successful young women. We were again rated 'Good' in all areas by Ofsted in our most recent inspection in 2021 and have been recognised nationally as a Leading Edge school. With an exceptional staff team, high-quality curriculum, superb facilities and a kind and caring student-centred ethos, the academy continues to go from strength to strength.

## **Job Title: Receptionist**

### **Accountable to: Headteacher's PA and Office Manager**

**Purpose:** To support us in our aim to provide a truly exceptional educational experience for all, enabling each of our learners to become academically, socially, culturally and emotionally fulfilled young people, ready to take their place in the world.

### **Duties and Responsibilities:**

- Undertake reception duties, answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face-to-face enquiries.
- Ensure that the academy complies with safeguarding legislation by signing in visitors and issuing lanyards.
- Receive, sort and distribute all mail, deliveries and packages.
- Support with the organisation of parents evening arrangements, trips and other events and carry out the associated administrative tasks.
- Provide support during emergency procedures for safe evacuation.
- Undertake typing, word-processing and other IT based tasks.
- Undertake photocopying tasks.
- Scan documents and shred those no longer required.
- Maintain online and paper filing systems in line with GDPR.
- Respond to routine correspondence, sorting and distributing internal / external mail and emails.
- To engage fully in the appraisal process and take opportunities to develop by engagement in CPD.
- To consistently implement all academy policies.
- To report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- To carry out any other reasonable duties as requested by the Headteacher.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***

## **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification and Experience</b>	<p>Good standard of general education</p> <p>Experience of working successfully as a member of a team</p> <p>Experience of undertaking a range of administrative tasks</p> <p>Experience of using Microsoft IT packages</p>	<p>NVQ 2 (or equivalent qualification) or experience in a discipline relevant to this post</p> <p>Experience of using SIMs</p> <p>Experience of using Evolve</p>
<b>Knowledge and understanding</b>	<p>Ability to maintain manual and computerised records</p>	<p>Knowledge of relevant policies and codes of practice within education</p>
<b>Skills</b>	<p>Have confident IT skills including Word, Excel and email</p> <p>To be able to deal with regular interruptions</p> <p>Communicate effectively (both verbally and in writing) at all levels</p> <p>Be able to work under pressure</p>	



## **How to Apply**

**Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.**

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### **Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

### **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

### **Interview Process**

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

## **Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

## **Probationary Period**

First school term of employment with BDAT.

## **Timeline**

**Closing date:** 09 January 2023

**Interview date:** w/c 09 January 2023

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**Please return your completed application form via email to:**  
**[nichola.laidman@bvga.bdat-academies.org](mailto:nichola.laidman@bvga.bdat-academies.org)**

## About BDAT

### General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

### The mission statement of BDAT

*“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.”* In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

### Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

**For more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit [#wearebdat](https://twitter.com/wearebdat)**

### Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England School, as well as those within the faith.





## Our mission, vision and values

### **BDAT's mission is:**

*"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".*

### **Our rationale or reason for doing this is:**

*".... because we believe that every child has only one chance at a good education".*

### **Our vision is:**

*"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."*

**The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.**