



Candidate brief for the position of:

Part Time Receptionist and Administrator

Bullers Wood School for Boys

Application Deadline: Wednesday, 11th September 2019 -
9.00am





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Dear Candidate

Thank you for expressing an interest in our school. As the founding Headteacher, I am delighted to welcome you to Bullers Wood School for Boys, an exciting, new, boys' comprehensive school for Bromley.

We opened in September 2018 at 1 Westmoreland Road, BR2 0TB, providing 180 places for boys living in the local area. Over the next five years we will grow to accommodate 900 boys from Years 7 - 11. Our ambition is for our boys to progress on to Bullers Wood Sixth Form, located on our partner school site, Bullers Wood School for Girls.

In September 2019, we will continue to be based in temporary accommodation located at St Hugh's Field in Bickley and moving to a brand new building located at this site from December 2020.

Our aim is to provide an outstanding education for boys within a culture of high aspiration, courtesy and respect. It is our core belief that all of our boys can enjoy and achieve success whatever their starting points.

The next few years will be a very exciting time for us as we establish, grow and develop as a school. However, this journey will not be without its challenges. Therefore, attracting the very best staff is key. We are seeking staff who are passionate, engaging, driven, resilient and flexible. Most of all, staff who are unafraid of rolling their sleeves up and getting stuck-in when necessary.

In return, we offer you the chance to be part of a pioneering team, creating a fantastic school serving this local community. We also offer you the support network of our established partner School, Bullers Wood School for Girls, as well as opportunities for enhanced professional and career development within the School and across Bullers Wood Multi Academy Trust.

We are building a great school in Bromley that will hopefully serve many generations of boys to come. After reading about us, I hope you will want to be part of our story. I look forward to welcoming your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anne Gouldthorpe', written in a cursive style.

Anne Gouldthorpe
Headteacher



An Introduction to Bullers Wood School for Boys

The School

Bullers Wood School for Boys will be a thriving 11 – 16 boys' comprehensive school situated in the London Borough of Bromley. We opened in September 2018 with our first cohort of 180 boys and will grow year on year until we reach our full capacity of 900 in Years 7 to 11.

When we opened, we became the partner school to Bullers Wood School for Girls, (a successful comprehensive girls' school with a large, co-educational sixth form), responding to significant demand for more secondary school places, particularly for boys, in the local area.

For the first 2 years we will operate out of temporary sites moving into our brand new £20 million building from September 2020.

We want to build a staff team at Bullers Wood School for Boys that is relentlessly focused on improving the achievement and opportunities for our boys. All staff working at the school will subscribe to our ethos and values, and will seek to improve and develop their own practice and performance for the benefit of our boys.

Working in a new and expanding school is a once in a lifetime opportunity. You will need to demonstrate a commitment to and evidence of success in sustaining academic excellence, help every boy to succeed, be an excellent classroom practitioner, demonstrate that you can work as part of a team, roll up your sleeves and inspire others to excel.

We will provide an academic curriculum with an emphasis on the EBacc suite of subjects (English, maths, sciences, humanities, languages), and Sport. We believe that qualifications in these subjects will be essential for our boys to progress successfully onto the next stage of their careers. Our curriculum will also be responsive to the needs of individuals providing a personalised approach when and where necessary.

Our Ethos

Bullers Wood School and Bullers Wood School for Boys are schools where all children and young people are able to enjoy and achieve success. Both schools exist to provide all children and young people with high quality learning experiences delivered by teachers who are passionate and able to convey their knowledge effectively and enthusiastically within a stimulating, safe and supportive environment.

Our ultimate aim is to produce well-rounded, confident and successful individuals who enjoy learning, make ambitious progress and achieve high quality and meaningful qualifications. We want them to become emotionally resilient and responsible citizens who make a positive contribution to society, including both their local community and the wider world in which they live.



Our Principles

Bullers Wood School for Boys has an unremitting focus on learning, and a genuine conviction that each boy has the potential to achieve and enjoy success. We aim to create a culture of caring masculinity where boys develop into and leave us as happy, healthy, resilient and successful young men.

We will:

- Ensure that we deliver outstanding educational provision to local boys
- Provide high quality teaching & learning experiences in a modern technologically rich environment within a culture of traditional values, courtesy & respect.
- Provide an academic education with an emphasis on the EBacc suite of subjects, high value qualifications and Sport.
- Provide extensive extra-curricular opportunities beyond the academic curriculum so that boys can find their niche, experience success and develop self-confidence.
- Ensure that our boys excel and exceed their predicted educational outcomes.
- Ensure that a strong and caring pastoral system underpins and supports boys' in their academic progress, personal development, mental health and well-being.



The Role

Position:	Part Time Receptionist and Administrator
Reports to:	Headteacher's PA who is also the Office Manager
Salary Range:	BW3 - £17,154 - £18,106 Full time salary
Hours of Duty:	20 hours per week (Mon – Fri 0930 -1330hrs)
Contract:	39 weeks p.a., term time only
Holiday:	To be taken during school holidays

Based on 20 hours per week over 39 weeks the pro rata salary at £17154 would be £7988.13 per annum. The annualised salary is paid in 12 monthly instalments.

We are seeking to recruit a highly organised person with good interpersonal and communication skills, to provide support to the School and the Headteacher's PA who is the Office Manager.

The successful candidate's core purpose will be to project a positive image of the School and provide administrative and technical support to the School, Head of Year 7 and 8 and subject areas.

Initially, you will be working with the Headteacher's PA but as the school grows in size so will the numbers of staff in the administration team. Therefore, the roles and responsibilities of this post will be reviewed annually and adapted to reflect this. This will be done in full negotiation with the successful candidate.

The successful candidate must:

- be well organised
- be flexible, self-motivated and self-directed
- be able to collaborate effectively with others
- have the ability to forge professional relationships
- have excellent IT skills
- have attention to detail

Reception

Being the first point of contact for all visitors to the school and give a positive and professional impression of the school.

- Receive all visitors and implement appropriate safeguarding procedures for all visitors
- Responsible for the signing in/out process ensuring students signing out have appropriate permission to leave the school premises



- Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly and efficiently
- Open and distribute all post coming into the school daily
- Receive deliveries and notify appropriate parties
- Frank and organise outgoing post for collection, keeping accurate records of all recorded deliveries out
- Attend to office email account, responding to and/or re-distributing emails as appropriate
Access the Bromley Intranet weekly and forward Education Department and other circulars as appropriate

Administrator

Undertake such duties as may be reasonably determined by the Headteacher and Headteacher's PA

- Provide administrative and technical support to the School, Head of Year 7 and subject areas
- Be the point of contact for maintenance calls and/or emails, referring them on to the site team and maintaining a maintenance log
- Support the transition in SIMS from one academic year to the next
- Provide administrative support to the Friends of Bullers Wood Boys, including school events, tickets, posters and promotion.
- Reprographics support and providing monthly photocopy cost analysis
- Undertaking stock control and ordering of paper
- Order supplies and equipment
- Produce extra-curricular activities spreadsheet and maintain registers

Other

We expect all of our staff to

- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people
- Assist in ensuring health & safety in the workplace
- Be committed to securing the best outcomes for all boys in the school
- Participate in staff development activities including in service training (INSET) as appropriate

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.



The Person

We are seeking to appoint as soon as possible. You will be required to undertake the tasks as outlined in the job description above.

The successful applicant is likely to demonstrate the following qualities/skills:

- Good working knowledge of Windows and MS Office Products
- Excellent interpersonal, communication and organisational skills
- Be willing to undertake training/professional development
- Have the ability to work to deadlines and under pressure
- Be calm under pressure
- Demonstrate a willingness to work as part of a team as well as the ability to work on your own.
- Be sympathetic to the ethos of the school
- Uphold the positive image of the school in terms of dress and behaviour in the local community, in relationships with students, parents, outside agencies, companies and all visitors to the school.
- Understand the need for confidentiality.

The successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

How to Apply

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or gnewton@bwsgirls.org*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 8 Letter of Application, please tell us
 - o Why you are applying for this post
 - o How your experience, skills, training and/or qualifications equip you for the role.

Send your completed application form by email (if downloaded from our website) or through the post to:

Mrs Gill Newton
Human Resources Manager



Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

gnewton@bwsgirls.org

Please send your application by Wednesday, 11th September 2019 - 9.00am

Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
 - Usually have an opportunity to meet key staff
 - Have a tour of the School (this will not be possible for September 2019)
 - Normally be expected to conduct a short task.
 - Have an interview with members of the Senior Leadership Team.

Pre-employment Checks

Bullers Wood is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination



against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

