

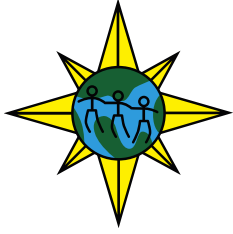


Bannerman Road **COMMUNITY ACADEMY**

Administration/Receptionist
Apprentice

INFORMATION FOR CANDIDATES

bannermanroadbristol.org



**Bannerman Road
COMMUNITY
ACADEMY**

Administration/Receptionist Apprentice

Fixed term, 15 month contract (37 hours per week) term time only role of Receptionist/Administrator whilst you work towards Level 2 Customer Service Practitioner qualification. Start date of April 23.

National apprenticeship rate depending on age (ranging from £5.28 per hour to £10.42 per hour with effect from 1st April 2023) + Health Cash Plan and Benefits package.

Every effort will be made to offer opportunities for a permanent position within the Trust on completion of the apprenticeship training.

We are delighted to offer the opportunity of an Administration/Receptionist Apprenticeship at Bannerman Road Community Academy. Applicants will have the opportunity to work and study by mixing on the job training whilst studying for a formal qualification.

The role will involve providing an efficient, welcoming and effective reception as well as undertaking routine administration work for leadership and being a point of contact for parents and visitors, ensuring communication and information flows are effective. You would also deal with visitors to school ensuring all safeguarding procedures are adhered to as well as managing incoming calls.

You will follow an approved study programme, which means you will gain a nationally recognised qualification at the end of the apprenticeship.

Candidates for this post should have:

- Level 1 English and Maths (or equivalent)
- Good communication skills with the ability to communicate in a professional manner
- Be positive and personable
- The ability to cope well under pressure
- Enjoy working around children and share our vision of all children, all backgrounds, all succeeding

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- An exciting and vibrant environment, which includes a fantastic community of children, parents and carers who deserve the best.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Professional Introduction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Bannerman Road Community Academy then we would love to receive an application from you.

We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Closing date: Monday 13th March 2023 at 09:00. Interviews: Tuesday 21st March 2023



Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol, formed in September 2017 through the merger of CGS Trust and Merchants' Academy Trust. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Montpelier High School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-16 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Headteachers.

There are 4 essential questions that we ask within our Trust:

- Why do we exist? Our mission is to challenge education and social equality through the power of education.
- How do we deliver our mission? Our shared vision is to ensure all children of all backgrounds are all succeeding.
- How do we behave? This is through our shared values. Our shared values are to be kind, work hard and have courage.
- Finally, how do we measure success? We want happy children from all backgrounds acquiring the knowledge to achieve their aspirations and to make a contribution to their community.

The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol which gives us tremendous opportunity to enhance learning in its broadest context and offer opportunities unique to our Trust.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. The Society's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of our communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.



Benefits of Working with Us



Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits *(for all staff on Venturers Trust contracts and working over 10 contractual hours per week)* include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

EMPLOYEE ASSISTANCE PROGRAMME - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust. There are opportunities for associate staff to develop and progress within their area of expertise, this includes using the teacher apprenticeship programme to develop teaching support staff into qualified teachers.

PROFESSIONAL DEVELOPMENT - At least 5 Professional Learning days per year

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

ICT LOANS - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

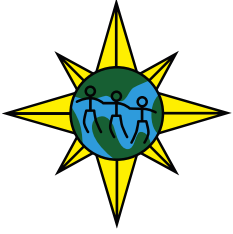
RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff

INTEREST FREE SEASON TICKET LOAN – The option to purchase a travel season ticket (bus or train) with an interest free loan, deducted from salary in monthly instalments over a 12 month period.

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

Further details of our employee benefits can be found on the Academy website.





Bannerman Road
**COMMUNITY
ACADEMY**

Welcome to Bannerman Road Community Academy

Welcome to Bannerman Road Community Academy which is part of Venturers Trust and is an inclusive primary school in Bristol. We share our setting with the Children's Centre, providing education and caring support for our children from 2 to 11 years old. Our two modern buildings in inner city Bristol, Easton are linked by play areas and our developing landscaped areas are used in forest school activities for all children. We celebrate our diverse and multi-lingual community and believe that all pupils are entitled to high quality, engaging and exciting teaching and learning. We have high expectations and challenge everyone to reach his or her full potential.

"BRCA is a vibrant, happy and friendly school located in Easton, Bristol. We are committed to providing an engaging and exciting curriculum which will instill self belief and a love of learning into our children."

We hope our children will leave our school full of happy memories of their time with us and we look forward to welcoming you.

**Oliver Laken
Headteacher**





Bannerman Road **COMMUNITY ACADEMY**

Living in Bristol

Bannerman Road Community Academy is located in the city of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



Job Description



Post: Receptionist/Admin Support Apprentice

Line Managed by: Senior Administrator

Key Outcomes:

To support the educational outcomes of the Trust and school by:

- To work in conjunction with other administration staff in assisting in the provision of efficient, welcoming and effective reception/front of house service.
- To provide a point of contact for parents and visitors, ensuring communication and information flows are effective.
- To receive and pass on, to the appropriate person, all enquiries from visitors and incoming calls using the appropriate communication skills to ensure satisfactory resolution within a pre-defined timescale, with a respectful and professional manner.
- To deal effectively with initial worries, concerns or complaints
- To provide hospitality for visitors by obtaining and serving refreshments together with appropriate rooms and equipment as required.
- To maintain the Reception area, keeping area clear, tidy, welcoming and secure at all times including the maintenance of the noticeboards as required.
- To establish DBS status of visitors and record details as appropriate in line with agreed policy.
- To comply with the front of house safeguarding and security procedures e.g. signing in/out, issuing ID passes, gate opening, visitor checks, detailing children being collected/dropped off outside of school times.
- To produce and distribute evacuation registers for students and staff in the event of fire evacuation and ensure that lists are updated on a regular basis.
- To provide routine typing, word processing, general computer/data input/retrieval.
- To undertake filing, archiving files, folders and information according to school procedures.
- To maintain accurate academy/administrative records and filing systems.
- To arrange and sort incoming/outgoing post and sign for parcels/goods ensuring their prompt distribution to the appropriate recipient.
- To undertake weekly printing and distribution of class dinner registers.
- To oversee the school payment system, ParentPay for the purpose of school dinner and trip payment including issuing payment reminders to parents.
- To keep a record of enquiries for in term admissions, liaising with Management and booking viewings and issuing relevant paperwork for parents.
- To update registers and keep a record of late/absent children, sending absence texts to parents as relevant.
- To cover for absent colleagues as requested.

General Accountabilities:

- Reception and administration duties as listed above.
- Overall maintenance and updates to the Academy Calendar.
- To be able to respond in an emergency and know how to secure assistance immediately.
- To fully understand the fire evacuation procedures and the process for checking that all visitors are aware of the process and accounted for in the case of a fire or fire drill.
- To support the ICT needs of the school by:
 - Operating relevant equipment/ICT packages (e.g. SIMS, school pupil tracker, word, excel, databases, spreadsheets and internet.)

- On occasions it may be necessary to supervise students to maintain appropriate health and safety levels including looking after sick pupils and liaising with parents/staff etc.
- Undertake professional duties assigned by the Principal or line manager including meeting attendance, personal development and performance management.

Organisation:

- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

RECEPTIONIST/ADMIN SUPPORT APPRENTICE

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	SOURCES OF EVIDENCE
Qualifications	Level 1 in English and Maths (or equivalent) A current First Aid certificate or willingness to be trained as a First Aider.	Educated to a high standard with a minimum GCSE grade C/4/5 in English and mathematics (or equivalent qualifications).	Application
Experience		General clerical/administrative work Experience of working within an educational setting	Application Interview
Professional Development	Commitment to continuing personal and professional development by		Application Interview

	participating in development and training opportunities.		
Knowledge & Skills	<p>Good telephone manner.</p> <p>Ability to communicate and relate to staff, students and parents alike.</p> <p>Understanding school roles and responsibilities and your own position within these.</p> <p>A commitment to safeguarding and promoting the welfare of children.</p>	Good knowledge of General Data Protection Act.	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Personal Attributes	<p>Ability to be pro-active, find solutions and demonstrate initiative.</p> <p>Flexibility to cope with diverse needs of the post.</p> <p>Ability to work quickly and accurately whilst staying calm under pressure and meeting deadlines.</p> <p>Positive, personable and optimistic.</p> <p>Problem solver with a can do approach.</p> <p>Self-motivated.</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

Bannerman Road Community Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.



HOW TO APPLY



Closing Date for Applications: Monday 10th March 2023 at 9.00.

Interviews: Tuesday 21st March 2023

Please email your application to recruitment@venturerstrust.org

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.