



THE
GRANGE
ACADEMY

ASPIRE FOR EXCELLENCE

ADMINISTRATION AND RECEPTION ASSISTANT

APPLICATION INFORMATION

Closing date: Monday, 13th January 2025 at 9am

A GREAT
PLACE TO
LEARN

THEGRANGEACADEMY.CO.UK



MEMBER OF THE
WADE DEACON TRUST

Administration and Reception Assistant

JOB SUMMARY

SALARY: NJC Grade 2/3 (SCP 3 – 6)
£24,027 - £25,183
FTE. Actual Salary
£20,137 - £21,105

START DATE:

As soon as possible

WORKING PATTERN:

Full time, term time only

CONTRACT:

Permanent

We are seeking to appoint a highly motivated Administration and Reception Assistant, to provide administrative support across all aspects of school administration, including reception, pupil attendance, maintenance of student records, communication with parents and to administer first aid to students when required.

As the school's Administration and Reception Assistant, you will be responsible for supporting the Attendance Officer (or equivalent) in maintaining accurate attendance records on the SIMS.net or equivalent system and initiate required actions in relation to absent students.

The role will involve working with members of the attendance team, under the direction of the Senior Administration Leader/Office Manager (or equivalent).

The successful applicant will provide clerical and administrative support, for example, photocopying, filing and completing standard forms and returns to the LA and outside agencies, and responding to routine correspondence.

A comprehensive programme of CPD supports colleagues at all career stages; through the Multi-Academy Trust we provide excellent career opportunities for our staff.



Administration and Reception Assistant

JOB SUMMARY

Colleagues seeking a varied, challenging and rewarding career can find this in the Wade Deacon family.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance.

.Application form and further details are available via the Trust website:

<https://www.wadedeacontrust.com/work-with-us/vacancies/>



PRINCIPAL'S WELCOME

Dear Applicant,

Thank you for your interest in this post at The Grange Academy. We are extremely proud of our school community and how students and staff work together in order to achieve the highest possible educational outcomes.

I am genuinely delighted and excited to be the Executive Principal of The Grange Academy. I have worked in Runcorn for almost 25 years and during this time I have seen many changes in the world of education, but the one aspect of it that has always remained is how proud I am to be part of this community. While there have been some characters, the young people I have met, taught and watched grow have always ensured that no two days are the same and they have driven me to always want the absolute best for them. However, I must admit I do feel a tad old when new arrivals to school greet me with, "You taught my mum and dad!"

Leading The Grange Academy is such as exciting prospect. It is not often you get to help shape a child's education, from nursery age through to their teenage years, by working with a highly skilled and dedicated team to ensure they leave with qualifications and experiences to succeed in their chosen pathways. I felt that this role was one that I could not ignore. Having worked with the school relatively closely in the past, I can see some real opportunities to build on the great practice that already takes place in the school every single day.

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I look forward to receiving your application.



Mr Jardine
Executive Principal



ABOUT OUR **SCHOOL**

The school is unique as it is an all through school and has 1085 students. Our students range from 3 to 16 years and share a wonderful state-of-the-art learning environment where they are all provided with up-to-date learning experiences of the highest quality.

Relationships at the Grange Academy are strong. All students are offered the best support to ensure success in everything they do and staff and students alike fulfil our motto of 'Aspire for Excellence'. Our Vision is really simple; we want 'a community that works together to create an exceptional learning journey for all.' Our mission statement is; 'we aspire for excellence through instilling our core values and providing a range of opportunities to create well-rounded students that are fully prepared for their life beyond The Grange Academy.'

We believe that working within the trust offers us an exciting opportunity to work with other schools to fulfil our vision and mission. The learning culture we have created at The Grange Academy ensures that all within our community are continuing to develop skills, knowledge and understanding daily.

We strive for excellence by ensuring high standards and expectations are evident in all that we do. All staff make every effort to ensure that our students are happy and safe at school.

Attainment and achievement at The Grange Academy continue to improve across all phases of learning. The levels of progress made by many hard-working individual pupils are exceptional. Overall, we aim to offer life enhancing experiences that will ignite curiosity, build character and provide a platform for all our students to pursue their aspirations.

The Grange Academy is an all through school and increasingly secondary phase teachers have opportunities to teach their specialist subject in the primary phase. There is a strong culture of CIPD within the school and we make the most of internal CPD but also a wide range of external CPD through the Trust and nationally recognised programmes.



WHY WORK AT **THE GRANGE ACADEMY?**

Wade Deacon Trust

Wade Deacon Trust is a Multi-Academy Trust and approved DfE Academy sponsor. The Trust is focused upon improving life chances for students and communities providing sustainable school improvements; and schools joining the Trust do so with the prime aim of improving each other so that they can all become outstanding schools.

School Site

In April 2013 following an extensive £38 million BSF building programme, the school moved into its brand-new state of the art facilities. The school was heavily involved in both the internal design and provision of high-quality external facilities. The school provides a 21st Century and exceptionally high-quality learning environment which enhances the teaching and learning of our students.

Community

The majority of the school intake is from Runcorn and is across the full range of abilities and socio-economic backgrounds. There is a strong community spirit linked to the school and we work with a number of community partners to strengthen the school's commitment in this area.

Further Information

Further information is available on the school and trust websites;

www.wadedeacontrust.com

www.thegrangeacademy.co.uk



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HOW TO APPLY

Application Forms

If you are interested in this vacancy, please apply by completing the online application form. Your personal statement (maximum 1000 words) should address the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

Our online application is available via the Trust website: <https://www.wadedacontrust.com>.

Application Deadline

Applications should arrive in school by:

Monday, 13th January 2025 at 9am

Visiting

We welcome informal visits from all applicants before they apply. If you wish to do so, please contact hr@thegrangeacademy.co.uk to arrange an appointment.

Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at <http://www.wadedacontrust.com/work-with-us/how-to-apply/criminal-records-self/>





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