



Enriching lives

Unleashing possibilities

Building futures



Ethos, Virtues and Values

*Enriching Lives
Unleashing Possibilities
Building Futures*

The Opossum ethos is based on our core belief that all pupils deserve high quality education, which engages, inspires and challenges; to ensure that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities, which we serve, aiming to ensure that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We do this by:

- Raising achievement through quality first teaching, which enthuses and motivates; aspiring all to fulfil their potential.
- Ensuring pupil voice is at the heart of all we do to enable children to become confident, resilient and reflective independent learners.
- Offering a broad and varied curriculum, which ensures all children can read, write and are numerate.
- Having an open and welcoming environment where everyone feels welcome and included.

To fulfill these aims, Opossum believes that the development of staff is crucial; we therefore have strong Professional Development provision for the whole staff team. We ensure that every individual has a 'Pathway to Success' programme which enables all staff members to develop professionally, ensuring that everyone reaches their full potential. We believe that our **staff are our greatest resource** and therefore we ensure that we invest in all members of the team across our family of schools.

Accreditation

At Opossum, we recognise the importance of working with outside agencies to quality assure the work we do, ensuring that the offer we provide is the very best it can be. Across our schools, the following accreditations are currently held:

- Pan London Quality mark, Gold award for Professional Development
- AfPE with distinction for the work we do in Physical Education
- UNICEF Rights Respecting Award, Level 1 for embedding a rights respecting ethos across the school, UNICEF Rights' Respecting Award, Recognition of Commitment
- Healthy Schools London award, Bronze and Silver
- Outstanding categorisation, Ofsted

Our Federation

Opossum is a family of schools located in East London, in the borough of Waltham Forest. It is committed to transforming and enriching the lives of the community it serves.

The Opossum Federation was formed in 2014 and has both soft and hard-federated partners. The Federation currently comprises four primary schools in East London and works in partnership with other schools through informal networks or Service Level Agreements.

The Federation is built on three core objectives enriching lives, unleashing possibilities and building futures; these aims are at the heart of all we do within our family of schools. We strive to ensure that our schools retain their individual identities whilst ensuring that they are reflective of our Federation's ethos.

We aim for our schools to be inclusive organisations, where we recognise and celebrate all abilities and encourage our pupils to become independent thinkers. Staff from across our federated and partner schools support each other and work successfully in partnership to ensure all the pupils in our community receive the best education possible.

By working in partnership with a view to positively sharing our knowledge, experiences and skills we are confident we can benefit, not only as individuals, but also as a collective.

Our Locations

Dawlish and Newport Schools are located in Leyton, east London – the schools are approximately a 10 and a 15-minute walk from Leyton and Leytonstone underground stations. The schools are in very close proximity, less than 5 minutes' walk apart. Leyton is a diverse, multi-cultural community, which, alongside neighbouring Stratford, is undergoing rapid regeneration, making it an exciting part of London to live and work.

Situated on the Central Line, Leyton is very accessible and a good base from which to explore all that London has to offer. We are one stop from the Olympic Park and the Westfield shopping precinct in Stratford. A mere 12 minute tube ride to Liverpool Street, a very popular area of London for bars and restaurants, 25 minutes from Oxford Circus in central London or approximately 15 minutes from Epping Forest.

Thorpe Hall Primary school is located Walthamstow, east London. The school is a 20-minute walk from Wood Street overground station or a short bus ride from Walthamstow Central bus, tube and overground station. Thorpe Hall and Oakhill Primary Schools both have car parks. Oakhill is located a short distance from Thorpe Hall in Highams Park. The nearest overground station is Highams Park, which is a 10-minute walk from the school and a 20 minute train ride from Liverpool Street. The school is on the edge of Epping Forest which makes it a great place to enjoy outdoor activities.

The Federation works closely with partner schools across and outside of London and internationally. Members of the leadership and wider staff teams work alongside colleagues in a range of contexts to support the practice of others and to further develop our own. We are deeply committed to collaboration, in recognition of the gains that can be made from working together.

For further Information, please visit our website on www.opossumed.org

Opportunities at the Opossum Federation – Newport School

PART TIME RECEPTIONIST

Permanent

Salary: Scale 4 point 7 – 11 (£22,377 – £24,030) FTE Outer London, actual Salary £14,186

Hours: 25 hours per week

Weeks: Term time only + 2 weeks – 47.6 weeks per annum

At Opossum, we believe that all pupils deserve high quality education which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments which promote independence and high expectations of all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are looking for enthusiastic and a committed **Receptionist** to join our team as soon as possible. The hours of work will be **7.45am – 12.45pm**. The post holder will be based at Newport School.

We are looking for someone with:

- Excellent communication and organisational skills
- ICT competency in all Microsoft Packages
- Ability to use own initiative and work as part of a team
- Able to work in a highly pressured environment to meet demands and deadlines
- An eye for detail and committed to accuracy
- Willingness to work flexibly

If you feel you have the necessary skills to contribute to our continuing successful journey, we would love to hear from you.

To download an application form, please visit either of our websites at www.opossumed.org.uk. Please submit all completed Applications to Raihana Patel, rp@opossumed.org

Only applications submitted on the school's application form will be considered.

Closing Date for Applications: **Monday 3rd February 2020**

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.

The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) as currently set out in the Data Protection Bill.

The school is required to share some of the data with the Local Authority and with the DfE.

JOB DESCRIPTION

Job Title:	Receptionist
Salary:	Scale 4
Hours:	25 hours per week
Contract type:	Term time + 2 weeks (47.6 weeks per annum)

Travel across the sites within the Federation may be required from time to time and the focus may be subject to change. The focus for 2019 -2020 is:

Newport School

Serving one of the most diverse, vibrant and enterprising communities in East London, our Federation provides a unique infrastructure and an intergrated family of schools providing education to approximately 2000 children aged between 3 – 11 years old.

The Receptionist will join the administrative team across the Opossum Federation. The role will include implementing a Federation programme of best value and improvement to achieve outstanding results and life changing opportunities for the community we serve. This role will support the Director of Finance and Operations.

The Receptionist will:

- Under the direction of the Management Team: Undertake general reception duties and work with the Office team in creating a welcoming environment for all visitors and children.
- Administer the school dinner money system

The Receptionist will report directly to the Senior Administrator and will support them to ensure an effective front of house service is in place which maximises opportunities and continues a sustainable business model for the Federation.

Main Duties

- To provide efficient administration, working with Management Team to implement the targets of the school
- To establish in conjunction with the Management Team the aims and objectives of the School's administrative services
- To administer the pupil meals service offered by the School via Parent Pay
- To ensure the Reception is covered at all times
- To produce school documents as and when required for the Headteacher and the business manager and ensure all documents are recorded accurately and stored on the office database
- To deal with any complaints through proactively assessing the complaint, dealing calmly and professionally and ensuring that all complaints are deal with and immediately passed to a more senior member of staff as appropriate
- To ensure that the school is well promoted ensuring notice boards are reflective of the school
- Deal with complex reception/visitor matters
- Assist with pupil first aid welfare duties, liaising with parents/staff etc.
- Assist with any other office duties that may be reasonably required by the management team
- Use IT and be highly skilled in all software applications used in School
- Create mail merges, reports and complete official returns as necessary
- Distribute literature to staff when requested using most effective method of communication
- Support Leadership teams with producing reports/letters where appropriate
- To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated –manual and electronic

Organisation

- Undertake daily routines involved in providing school dinners
- Ensure all free school meal entitlements are kept up to date
- Chase outstanding dinner monies
- In conjunction with School Leader on duty ensure adequate cover for pupils at lunchtime
- Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors.
- Assisting with arrangements for school trips, events etc
- **To deputise for members of the administration team as and when required.**
- Assist with any other office duties that may be reasonably required by the Senior Administrator or any other member of the Leadership Team.
- Assist the school staff in the organisation of events such as sports days, parents' evenings, productions etc and to organize associated administration.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing and complete routine forms
- To provide resources for classes
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data
- Undertake typing, word-processing and other IT based tasks
- Receiving and providing hospitality for visitors and guests
- Receiving incoming telephone calls and dealing with enquiries
- Making appointments
- Attending meetings and taking notes
- Open all post and School e-mails and circulating as appropriate
- Supporting the collating of reports and school booklets
- Word processing correspondence in relation to school activities e.g trips, clubs etc
- Word-processing confidential letters, reports and documents
- Maintain manual and computerised records/management information systems.
- Complete statutory returns
- Ensure communication with all stakeholders is of a high standard
- To be proactive and highly organised in ensuring all systems/folders/files are kept up to date
- Assist the Director of Human Resources and Director of Finance and Operations with specific administrative tasks as and when required

Health and Safety

- Advise staff of health and safety practices and procedures
- Review risk assessments, monitor and implement

Information Technology

- Review and update all websites in conjunction with IT technician
- Ensure that General Data Protection Regulations are updated, applied to all data and adhered to

Premises and sites

- Supervise and oversee the Site Team and support their line managers, in the absence of the Director of Finance and Operations.

Safeguarding

- To be fully aware, understand and compliant with the duties and responsibilities arising from the Childrens Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organization. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role and KCSIE
- In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "keeping children safe in education" (April 2014) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all

members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

- You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009) and the school's safeguarding policy. You are required to have satisfactory Enhanced DBS certificate with barred list check. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.
- You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and discharge your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

The above is not an exhaustive list and any other reasonable admin duties will be expected to be undertaken.

All positions will be subject to review yearly in line with current administration needs. Any changes in duties that are above the current scale will result in the job description being moderated

PERSON SPECIFICATION

Attributes	Essential	Desirable
QUALIFICATIONS & TRAINING	<p>Good standard of general education in English and Maths – GCSE or equivalent.</p> <p>Good written and verbal communication skills.</p> <p>Good IT competency in Microsoft office packages.</p> <p>Good numeracy skills.</p> <p>Good level of relevant training.</p>	A-Level qualifications
KNOWLEDGE & EXPERIENCE	<p>Working with people in a welcoming manner.</p> <p>Experience of using computerised systems (SIMS, databases).</p> <p>Experience of using Microsoft Office packages.</p> <p>Experience of operating as a receptionist.</p> <p>Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.</p>	Experience of school office based work
COMPETENCIES & PERSONAL SKILLS	<p>Ability to act with discretion and maintaining confidentiality.</p> <p>Ability to work as part of a team.</p> <p>Ability to work in highly pressurised environment. Effective communication skills, both verbal & written.</p> <p>Eye for detail and committed to accuracy.</p> <p>Ability to relate to adults & children of all ethnic & cultural groups.</p> <p>Good organisational skills to meet demands & deadlines of the role.</p>	Any second language, verbal and written.
OTHER JOB SPECIFIC REQUIREMENTS	<p>Commitment to the Council's Customer Care Standards.</p> <p>Ability to work flexibly.</p>	
DISQUALIFYING FACTORS	<p>Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy.</p>	



Contact:

Raihana Patel

(0044) 208 5394552

rp@opossumed.org

OPOSSUM 