



Elizabeth Garrett Anderson School

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Part-time Receptionist/Typist

Elizabeth Garrett Anderson School

EGA/543



Closing Date: 12 noon, Thursday 6th February 2020



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ISLINGTON

Post Ref: EGA/543

London Borough of Islington
Schools HR/Payroll
4th Floor 222 Upper Street
London
N1 1XR

Fax: 020 7527 5810

e-mail: schoolsrecruitment@islington.gov.uk

Dear Applicant

RE: Part-time Receptionist/Typist

Thank you for your interest in this post. Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link.

*Your application must be submitted on-line no later than **12 noon, Thursday 6th February 2020.***

If you need any assistance, please email Schools HR at Schoolsrecruitment@islington.gov.uk quoting reference: **EGA/543**. Alternatively, you can contact the school directly at marcia.field@egas.islington.sch.uk.

In addition, please note the following:

- CVs will not be accepted.
- For support staff, this post is subject to a period of 6-month probationary period. This also applies to candidates coming from Local Government.

Should you have any queries please email us at schoolsrecruitment@islington.gov.uk

Yours sincerely
Schools HR



Elizabeth Garrett Anderson School
Donegal Street
London N1 9QG

**learn
without
limits**

“Attitudes to learning and the behaviour of students are outstanding”

“The quality of teaching is outstanding”

“Students are extremely considerate, polite and well-mannered”

“Outstanding levels of progress in lessons and high levels of performance in external examinations”

Part Time Receptionist/Typist

Required for April 2020

Contract: 25 hours per week, Part Time, Permanent, Term Time Only
(Working 4 afternoons: 1.00pm – 6.00pm and 1 morning: 8.15am – 1.15pm)
*Plus the opportunity to work additional hours during some evenings to cover reception during school events such as parent’s evenings.

Salary Grade Range: Scale 3, spine point 5-7

Actual Salary Range: £14,054 - £14,565 per annum

We are seeking to appoint a receptionist/typist to join our administrative team, under the direction of our Office Lead. The successful candidate will be welcoming and friendly, with the ability to remain calm under pressure and demonstrate exceptional organisational and communication skills which are essential for this post.

This post is open to both experienced receptionists and those new to the profession. We offer customer service level two apprenticeship training, should this be required. For further details regarding the training offer with this post, please visit:

www.instituteforapprenticeships.org/apprenticeship-standards/customer-service-practitioner/

Closing date for applications: 12 noon, Thursday 6th February 2020

Interview date: Wednesday 12th February 2020

Visits to the school are welcome and encouraged. Please contact the school office on 0207 689 9310.

Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations the successful applicant will be required to declare.



Job Description

Post title: Part Time Receptionist/Typist

Salary: Scale 3

Working hours: 25 hours per week, Part Time, Permanent, Term Time Only

Reporting to: Office Lead

Responsible for: Front of house

Purpose of the post: To provide a positive and welcome reception, both by telephone and in person, ensuring that visitors and callers of all kinds are greeted warmly and dealt with efficiently. In addition, to support the administrative team in word processing and other office duties.

Main duties:

1. To carry out the duties of a receptionist, dealing with enquiries both in person and by telephone, from a wide range of people including students, parents, staff, members of the public, governors, social services, police, child protection officers, the local authority and any other outside agencies;
2. To operate the telephone switchboard, taking accurate and informative messages for members of the whole school staff and ensuring that confidentiality is maintained;
3. To filter phone calls as appropriate, calling members of staff to check they are available to talk before connecting external calls;
4. To ensure that any confidential information regarding students is passed on accurately and that appropriate checks have been made beforehand;
5. To ensure that all visitors to the school register with our electronic signing in system and are issued an ID sticker;
6. To greet and monitor visitors entering the site via the reception gate or vehicle gate, ensuring that the appropriate person is contacted promptly when a visitor arrives;
7. To alert the DSL / senior staff if police or children's social services staff arrive on site without prior appointment;
8. To alert senior staff if concerned about any visitor who enters reception. To call lockdown by tannoy in the event of a serious emergency in reception;
9. To ensure that students who are leaving for appointments in school time are given an authorised absence pass that allows them to be out of school, checking their authorisation note before doing so, contacting the on call person or SLT if there is any doubt about the validity of the authorisation;
10. To ensure that staff sign out electronically when leaving the school site;

11. To produce correspondence, documents and reports from handwritten documents to agreed deadlines;
12. To provide administrative and support services as directed by the Office Lead and carry out any other duties which may occur within the administration of the school establishment;
13. To keep the reception area tidy and welcoming;
14. To maintain up to date information on the office display screen;
15. To alert appropriate staff when leaflets / posters in reception need updating or replenishing, ensuring that the level of consumables and school proformas stored in reception are maintained;
16. To support the student receptionists in their role;
17. To support lettings and ensure all safeguarding measures are met;
18. A willingness to operate the CCTV upon request;
19. To administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school policy and guidelines;
20. To promote the Teaching School and Federation;
21. To undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training;
22. Commensurate with the level of the post holder and under the direction of the Office Lead or a member of the SLT, to undertake such other tasks that may be required to further the efficiency of the school;
23. To ensure that all duties are performed in accordance with the school's policies and guidelines;
24. To promote safeguarding of children;
25. To perform all duties in accordance with the school's Equal Opportunities policy.

This job description is only a summary and cannot encompass every task. All employees are expected to undertake other responsibilities as directed by their line manager.

POST HOLDER DECLARATION

Name:	
Signed:	
Date:	



Person Specification

E = Essential D = desirable

Qualifications and Training	
1. Qualification in the field of administration	D
2. Level 2 qualification in English and Mathematics	E
3. First Aid training or the willingness to undertake training in this area	E
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area	E
Knowledge and Experience	
1. Experience of working in a school setting	D
2. Experience of working in an office environment	D
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages	E
4. Good ICT skills	E
Personal Skills and Qualities	
1. Excellent written and verbal communication skills	E
2. Ability to work to deadlines and prioritise effectively	E
3. Ability to work with a wide range of people	E
4. Ability to operate a telephone switchboard	E
5. Ability to present a friendly and welcoming face whatever the pressures	E
6. Ability to word process documents speedily and accurately	E
7. Ability to work on your own initiative and as part of a team	E
8. Ability to use your initiative to solve problems	E
9. Willingness to work flexible hours when required	D
10. An excellent record of attendance and punctuality	E
11. Understanding and commitment to the aims and objectives of the Islington Futures Federation, the Teaching School and School	E
12. Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E



Details of the Selection Process

Application deadline

Completed online application forms must be received by **12 noon, Thursday 6th February**.

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link.

Completing your online application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage. Failure to provide information requested may lead to your application being rejected.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 689 9310.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are asked to ensure that their referees are warned of the need to respond to reference requests within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.

- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.