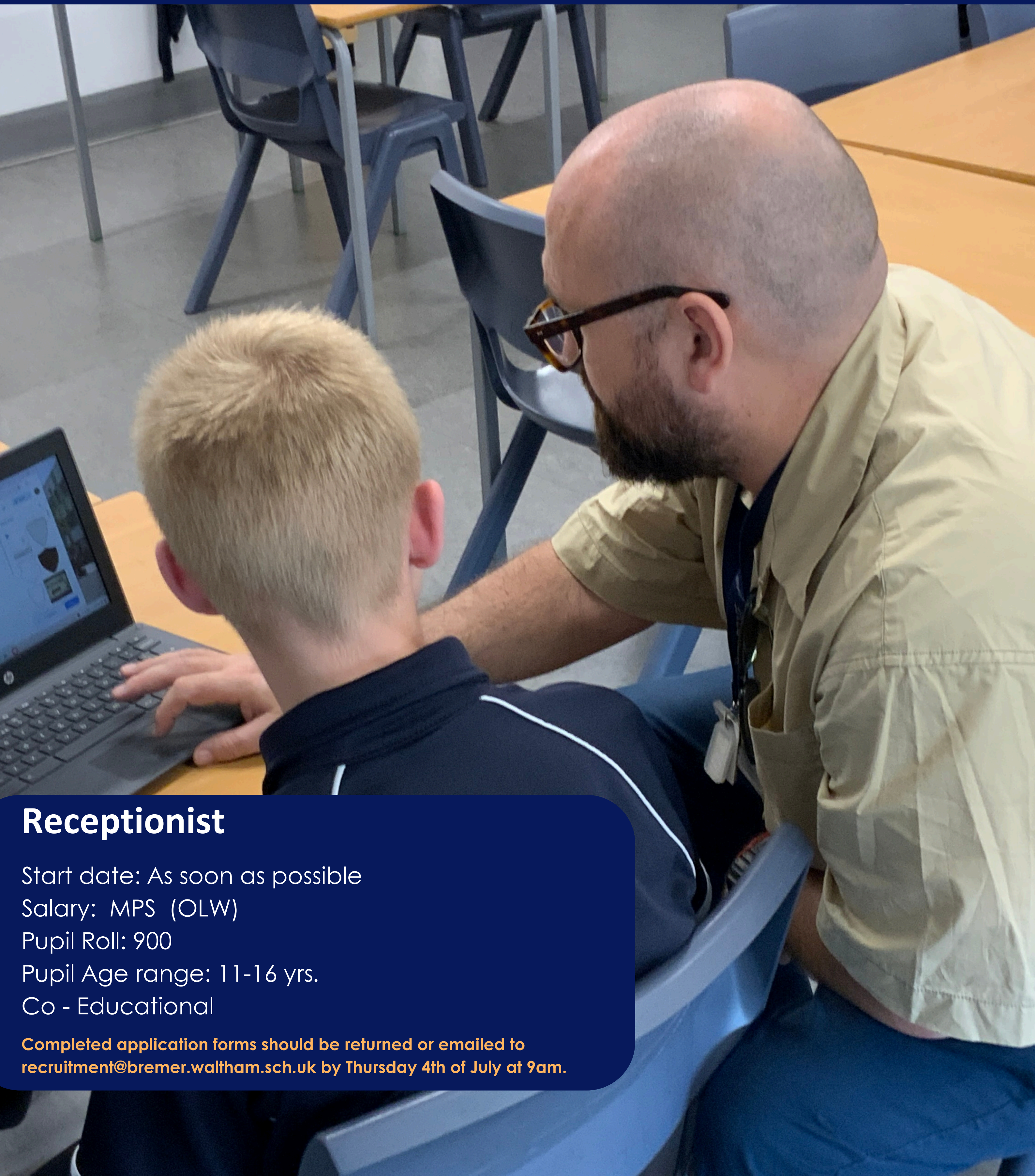




Frederick Bremer School

Inclusive | Ambitious | Innovative



Receptionist

Start date: As soon as possible

Salary: MPS (OLW)

Pupil Roll: 900

Pupil Age range: 11-16 yrs.

Co - Educational

Completed application forms should be returned or emailed to recruitment@bremer.waltham.sch.uk by Thursday 4th of July at 9am.

WELCOME TO **FREDERICK BREMER**

Dear Colleague,

Thank you for taking the time to apply for a position at our vibrant community school. This information pack will provide you with key information to support your application and your understanding of what makes Frederick Bremer School so unique.

Frederick Bremer School is a creative and nurturing school where all staff and pupils are inspired to be 'the very best they can be'. We are judged as a good school across all areas and our SEND provision is outstanding. Our vision and values are central to our practice, and you will need to share our commitment to ensure every pupil is not only academically successful but is also equipped with the skills, qualities and attributes to be a successful 21st century citizen.

Equality and diversity are at heart of Frederick Bremer's ethos and values. This is embodied in our curriculum, behaviour policy, pastoral provision and across all areas of the school. Our pupils and staff represent a diverse community and we value and respect everyone's identity. We also promote inclusivity at the heart of our work, and have active LGBTQ groups, equality groups and provide space for issues led teaching. This is a school where we want pupils to be 'who they want to be', and we provide a space for that.

The well-being of staff and pupils has been central to our school development plan over recent years. All pupils study a bespoke well-being curriculum, as well as a curriculum which breadth as well as depth. Our quality professional development programme caters for staff through every stage of their career and a significant number of our staff have successfully developed into middle and senior leadership roles. We are proud of our high rates of staff retention and the consistently positive feedback we receive from staff feedback.

The last few years have been challenging one for everyone, but it has brought our community closer together in so many ways and demonstrates the depth of our school culture. We have embraced digital technologies, and we use g-suite at the heart of our teaching and learning strategy. We are excited as to how we can continue to innovate our practice moving forward.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community and we are on an exciting journey of continuous improvement towards outstanding. This is an excellent opportunity for a committed and ambitious individual to make a significant contribution to this journey.

We have a very supportive staff and Governing Body and great parents. If you are looking to join a successful school with a clear moral purpose, while also developing your skills as an outstanding professional, then this will be a rewarding opportunity for you. We look forward to receiving your application.

We look forward to receiving your application.



Jenny Smith

Headteacher



@frederickbremersch
www.bremer.org.uk

WORKING AT FREDERICK BREMER

DIVERSITY AND EQUALITY

Our diverse staff reflects the religious and ethnic variety of our community, ensuring inclusive policies for all stakeholders. We value and respect everyone's identity, in line with our commitment to the 2010 Equalities Act. We offer gender-neutral toilets and uniforms, and we're proud recipients of the Stonewall Bronze award for our work in LGBTQ+ equality and combating school based homophobia and transphobia.

PROFESSIONAL DEVELOPMENT

Our tailored professional development supports staff at every career stage, with bespoke in-house programs in coaching, leadership development, and NQT/Teach First/School's Direct. We also benefit from high-quality training within the Seven Kings Teaching School's Alliance. Known for excellent support and development, many of our trainees and early-career teachers have advanced to middle and senior leadership positions.

OUTSTANDING SEN AND AUTISM PROVISION

Our SEN and Autism Provision, acclaimed in Waltham Forest, has been rated outstanding by external reviews. We cater to pupils with visual impairments and significant mobility restrictions. Supported by skilled Teaching Assistants, SEN pupils are fully included in mainstream lessons. The SEN provision is a vibrant, nurturing hub during lunch, breaks, and before and after school.

WELL-BEING

At Frederick Bremer, staff and pupil well-being is a top priority. We recognize and reward the hard work and dedication of our staff. All pupils participate in a weekly well-being curriculum, delivered by all staff members.

CURIOUS AND TALENTED PUPILS

We cultivate critical thinking in our pupils, encouraging them to challenge stereotypes and misconceptions. Our students have a strong sense of social justice and have been finalists in the Jack Petchey Speak Out Challenge. We boast some of the borough's most talented musicians, who regularly perform at prestigious London venues. Our annual school production celebrates student talent and fosters strong connections to our school values

FLEXIBLE AND PART-TIME WORK ARRANGEMENTS

We understand the challenges of being a working parent/carer. We are open to requests for part-time and flexible working arrangements and do our best to accommodate requests



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ABOUT FREDERICK BREMER SCHOOL

Ofsted June 2024



"Pupils feel they really can be themselves at school. Social inclusion is at the heart of this community. Leaders and staff expect every pupil, including those with special educational needs and/or disabilities (SEND) and those who are neurodivergent, to engage fully with school life."

"This is a happy school. Pupils, parents and carers recommend it unreservedly. They value its creative ethos and enrichment opportunities. In line with the school motto, pupils strive to be 'the best they can be'."

"The school is well led and managed. Staff enjoy working here. They feel trusted and supported, and they benefit from fulfilling professional development. Leaders constantly check on staff well-being and make appropriate adjustments to reduce workload."

Frederick Bremer School is a vibrant and diverse community school located in Walthamstow. Our commitment to excellence is demonstrated by our recent 2024 Ofsted visit, where we received a good rating, highlighting our continuous improvement and dedication to high-quality education.

Frederick Bremer School is a creative and nurturing environment where all staff and pupils are inspired to be 'the very best they can be.' Our vision and values are central to our practice, focusing on equipping every pupil with the skills, qualities, and attributes needed to be successful 21st-century citizens.

Our school is truly representative of the local Walthamstow community. With no ethnic group making up more than 18% of the school population and over 50% of pupils eligible for Pupil Premium, we celebrate and embrace our diversity. Although we have two-thirds boys to girls due to the impact of three girls' schools in the Authority, girls thrive both academically and socially at our school.

Frederick Bremer School is a values-driven community school. We believe that positive human relationships are the key driver for individual and collective success. Therefore, we are deliberately cultivating our school culture to create a climate of 'high challenge, low threat'—where great teaching can enable pupils to learn and improve in an atmosphere of safety and kindness, and with a belief that we all have potential to fulfill. We are building on our heritage and culture to unlock the potential for greatness for our Generation Alpha pupils.

Professional Development and Opportunities

We are always looking for ambitious individuals who share our vision and values. We offer various professional development routes for all staff, including teaching, SEND support, admin, finance, or HR. Many of our staff have secured promotions into more senior positions within the school.

We particularly welcome applications from black and minority candidates to better represent our community. Flexible working opportunities are also available, reflecting our commitment to diversity and inclusion.

Frederick Bremer School is a great place to work and develop as a professional within education. Join us in our mission to inspire every young person to become 'the very best they can be.'

OUR VALUES:

INCLUSIVE

WE ALL BELONG

INNOVATIVE

WE ARE ALL CURIOUS AND CREATIVE

AMBITIOUS

WE ALL CAN SUCCEED

ADDITIONAL DOCUMENTS TO CONSIDER

- [Senior Leadership Team – Roles & Responsibilities](#)
- [School Term Dates](#)
- [Reason's to work for us](#)
- [Safeguarding Summary](#)
- [Policies](#)
- [Equality Statement](#)
- [Newsletters](#)



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ABOUT THE POST

We are seeking to appoint a highly efficient and courteous Receptionist who can deal appropriately with all stakeholders. The ideal candidate will have the ability to keep calm under pressure, prioritise and organise workload with strict deadlines. This requires excellent organisation skills, self motivation and having the ability to work on one's own initiative and as part of a team. The successful candidate will ensure all aspects of visitors' sign in process is undertaken efficiently using the school procedures with a focus on safeguarding, using the school's management information system (SIMs) and maintaining confidentiality.

This is a strongly good school, as evidenced by our Ofsted visit in 2019, and we are on a trajectory of continuous improvement. We are committed to high quality learning and teaching for all pupils, ensuring all pupils make rapid progress regardless of their starting point. The successful candidate will join an experienced and successful school committed to collaborative working. Frederick Bremer is a popular and over-subscribed school which enjoys excellent state of the art facilities in a modern building. At Frederick Bremer, staff have access to comprehensive CPD programme and structured career progression routes. We model the mantra 'Humans first, professionals second' and we take the support and wellbeing of our staff very seriously.

Frederick Bremer School is proud to be a community school, and we are representative of our local community. We believe that our role as practitioners is to support our young people to become the very best versions of themselves, and place a strong emphasis on holistic education and not just academic achievement. We offer all staff a rewarding, supportive and happy environment to work in. Relationships are a strength of the school, and we want all staff to enjoy their place of work. We offer bespoke CPD programmes to all staff with a great emphasis on wellbeing. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

**Part-time - Working hours: 7:30am - 11:30am or 7am - 11am.
Fixed Term Contract until July 2025**

Appointment to the post is subject to a satisfactory enhanced DBS check. This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

THE APPLICATION PROCESS

We look forward to receiving your application by the deadline of **5pm - 8th of October 2024 / Interviews will take place 14th October 2024**

This should include:

- a completed application form

Forms should be returned or emailed to **recruitment@bremer.waltham.sch.uk**

If you have been shortlisted by the interview panel, you will be contacted by email to attend an interview, together with information about the interview process and any other documents you will be required to bring.

For more information and an application pack please see our website www.bremer.org.uk or contact HR on 020 8498 3340 or email **recruitment@bremer.waltham.sch.uk**

If you would like to visit the school before submitting your application please contact us.

- **Please note that we hold the right to carry out online checks on applicants selected for interview.**
- **Please note that you must complete the schools application form, CV's will not be considered.**
- **Please share if you have a online social media presence, such as YouTube, TikTok etc.**

Frederick Bremer school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.



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JOB DESCRIPTION

Job Title: Receptionist	Salary range: Scale 4 (Point 7 – 11) - Outer London Weighting FTE £27,855 - £29,583 salary will be pro-rata based on working hours	Working pattern: Term Time plus 5 days Monday to Friday - Part time 7:30am - 11:30am or 7am - 11am Please indicate which option you would like in your supporting statement on your application form.
Line managing (direct): None	Reporting to: Communication and Exams Manager	
Job Purpose: This post is responsible for an efficient and courteous reception service providing general administrative support as directed establishing and maintaining a supportive and ethical relationship with the family, building trust		
Specific Responsibilities - to ensure the School becomes high performing across all strands by:		
Reception Support	<ul style="list-style-type: none">• Processing telephone calls, emails and messages received via School Gateway; ensuring appropriate action is taken.• Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.• Operating standard office equipment, e.g. franking machine and photocopier• Organising external post.• Ensuring all visitors sign in and are escorted into the school by the appropriate member of staff.• Administering and programming the school's entry system; producing swipe cards, reports and informing line manager of any technical problems• Administering the coloured lanyard system and report any queries to the School Business Manager or Safeguarding Lead• Uploading photos of staff and pupils to SIMs when required• Supporting whole school events such as open evenings.• Undertaking word processing of documentation (letters, reports, memos etc)• Inputting pupil information onto SIMs and to extract information as instructed.• Responding to routine correspondence from standardised information e.g. acknowledgements and requests for routine information.• Managing the electronic room bookings system and liaise with Equans when necessary.• Undertaking ad hoc administrative tasks	
Parental Engagement	<ul style="list-style-type: none">• Acting as liaison between the PTA and the link teacher• Facilitating communication between all relevant parties to assist in the smooth running of events led or supported by the PTA• Assisting in the setup of PTA supported events such as parents' evenings - in liaison with the link teacher• Helping to promote the work of the PTA to increase membership• Maintaining regular contact with families who are experiencing hardship• Ensuring that requests to the School's hardship fund are processed efficiently and tracked• Signposting families to breakfast/after school club, community fridge and other external agencies• Supporting with parental engagement initiatives	
Other	<ul style="list-style-type: none">• Complying with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Being aware of and support difference and ensure equal opportunities for all.• Contributing to the overall ethos/work/aims of the school.• Establishing constructive relationships and communicate with other agencies/professionals.• Attending and participating in regular meetings.• Participating in training and other learning activities and performance development as required.• Recognising own strengths and areas of expertise and use these to advise and support others.• Carrying out other duties which the Headteacher may request.	
This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.		

PERSON SPECIFICATION

Experience of	
working on reception or in customer service	E
working in a school environment	D
Qualification, training and skills	
GCSE English and Maths (A-C, 4-9) or equivalent	E
Good level of ICT skills Excellent telephone manner	E E
Good level of planning and organisational skills	E
Evidence of recent professional development	E
Communication and personal skills	
A liking for young people and a sense of fairness. Ability to form good working relationships with colleagues and pupils Excellent oral, written and interpersonal skills	E E E
Ability to keep calm under pressure	E
Ability to work well as part of a team as well as being self-motivated	E
Enthusiasm and positive outlook	E
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	E
An excellent health, punctuality and attendance record	E
Awareness of Equal Opportunities issues, and active support for an egalitarian community	E
An understanding of child protection and safeguarding	E
Committed to continuous improvement	E

