



**Huxlow
Academy**

Ambition • Respect • Pride

INFORMATION FOR CANDIDATES

Huxlow Academy

Receptionist (Part-time)

22.5 hours per week/39 weeks per annum

Monday to Friday 08:00am - 12:30pm

Grade D: Points 3-4

FTE £24,027 to £24,404 Actual £12,567 to £12,764



"Tove Learning 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."

www.tovelearning.org.uk

WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

Kim Isaksen

Headteacher - Huxlow Academy

An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

TOVE LEARNING TRUST SCHOOLS

📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School

📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Receptionist (Part-time) Job Advert



As the receptionist, you will be the first point of contact for all visitors to the Academy.

This role requires a professional and courteous approach to providing information, directing guests, and handling all enquiries, including managing the Academy's 'enquiries' email account.

This position requires a proactive individual with excellent organisational and communication skills.

We are committed to fostering the growth and development of our staff. Training and development opportunities will be readily available, and we actively encourage further study.

The Trust is dedicated to supporting staff in obtaining relevant qualifications to enhance their professional journey.



If you're ready to be part of a team that is committed to shaping brighter futures for our young people, we invite you to join us at Huxlow Academy.

Responsible to: PA to Headteacher/Administration Manager

Working hours: 22.5 hours per week/39 weeks per annum. Monday to Friday 08:00am - 12:30pm

Salary: Grade D: Points 3-4

FTE £24,027 to £24,404

Actual £12,567 to £12,764

Closing date: 9am - Friday 25th July

Interview dates: Weds 30th July/Weds 6th August

Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

Receptionist (Part-time) Job Description

SPECIFIC RESPONSIBILITIES

- Welcome visitors, provide them with necessary information and direct them to the appropriate person or location.
- Monitor visitors, implement visitor sign-in procedures and ensure the security of the academy premises by following safeguarding procedures.
- Handle incoming phone calls, provide information, take messages and direct calls to the relevant staff members.
- Respond to enquiries from parents/carers, students and the public, providing assistance and resolving issues whenever possible.
- Assist with various administrative tasks, such as handling correspondence, filing documents, managing mail, and maintaining student records.
- Act as a liaison between students, parents, staff and administration, facilitating communication and ensuring smooth operations within the school.
- To take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient
- Handle sensitive information, such as student records and personal details which must maintain strict confidentiality.
- To oversee 'lost property'
- Order and maintain office supplies, such as stationery, forms, and other materials.
- Arrange room facilities for meetings and minibus bookings as required.
- Carry out fire drill procedures in accordance with Academy policy.
- To be responsible for incoming and out-going post and monitor general office email account
- Ensure the post is franked and taken to post office/box at the end of the day.
- Maintain reception area to present a safe and professional space.
- Support general administration tasks as requested by the Headteacher's PA and Administration Manager.

GENERAL

- Build and maintain positive, constructive, and professional relationships with students, parents, carers, and colleagues to maximise students' development and maintain the overall ethos of the Academy
- Contribute to the whole school ethos, environment, and organisation, both practically and as a positive role model for students and colleagues, and act as an ambassador for the school with a desire to raise standards and attainment
- Attend training courses as appropriate
- Always maintain confidentiality.

Receptionist (Part-Time) Job Description

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Receptionist (Part-time)

Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Willing to undertake all relevant training as requested	*	
EXPERIENCE		
At least 3 years' Reception experience		*
Previous experience working on a school reception		*
Customer service experience	*	
Experience operating a telephone switchboard	*	
COMPETENCIES AND PERSONAL ATTRIBUTES		
Strong communication skills at all levels, parents, students and staff	*	
Punctual and reliable	*	
Ability to work on own initiative	*	
Ability to work flexible hours on an ad hoc basis	*	
Excellent communication and customer service skills	*	
Competent with administrative procedures	*	
Demonstrable attention to detail	*	
Professional and confidential	*	
Good problem solving skills	*	
Positive and helpful approach	*	
Excellent interpersonal skills.		
Diplomatic and patient response	*	
Intermediate skills in Microsoft Office/Google packages including Word, Excel and Outlook, Powerpoint.	*	
Advanced skills in Microsoft Office/Google packages including Word, Excel and Outlook, Powerpoint.		*
Knowledge of SIMS software.		
Ability to work well under pressure.		
Flexibility, to meet needs of the Academy and Trust	*	
Commitment to the Academy's ethos, aims and it's whole community	*	
Is committed to and meets all the requirements for safeguarding children	*	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form to s.earby-martin@huxlow.northants.sch.uk

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at s.earby-martin@huxlow.northants.sch.uk who will make the necessary arrangements.

THE CLOSING DATE FOR APPLICATIONS

9am Friday 25th July

INTERVIEWS

Weds 30th July/Weds
6th August

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) (s.earby-martin@huxlow.northants.sch.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.