



Idsall School

Reception Administrator Recruitment Pack

March 2025



www.idsallschool.org |



TF11 8PD |



@idsallschool

Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Do you have excellent customer service and communication skills?

Can you establish positive relationships with all students, parents, governors, members of staff and visitors? If so, this role is for you!

Interested? Here's how to apply:

- [Complete the online application](#)

Closing date for applications is **midday on Friday 25th April 2025.**

Interviews will be held on **Wednesday 30th April 2025.**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.



Welcome from the Headteacher

Idsall School is a popular, oversubscribed school that believes every student can reach their potential. By constantly thriving to offer the highest of standards, we value each and every one of our students and they are always at the very centre of what we do. By recognising their unique needs and aspirations, providing equal opportunities and a safe caring environment, our students are able to flourish and achieve their best in everything they do.

Students can take a wide range of subjects at both A Level and GCSE, as well as a suite of vocational qualifications, which are well supported by our busy and successful extra-curricular activities and extended opportunities. Offering a wide range of activities and challenges, we create friendships and pastimes which gives our students such fulfilment and memories through their lives, reflecting positively on our school motto.

We are on a journey to prove our relentless drive and commitment to showcase all of Idsall's successes. We continue to be a school of first choice with a growing sixth form.

Idsall is an exciting place to learn, work and grow. Building on our many strengths, we will ensure the seven-year journey rewards all academically, as well as developing the many other skills that will help each and every one of our students to become great citizens and highly successful in life.

It's a great place to study, work and a real pleasure to be part of the Idsall School experience and journey.

In our recent Ofsted inspection in November 2024 they confirmed that Idsall is a rapidly improving school with good leadership, behaviour, personal development and sixth form.

Michelle King
Headteacher

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are , innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of our Teaching School, the Alliance of Leading Learning. We provide a wide range of professional development opportunities internally and externally.

Our family of schools currently includes:

- ◆ The Marches School and Sixth Form in Oswestry
- ◆ Sir John Talbot's School and Sixth Form in Whitchurch
- ◆ Tilstock CE Primary School and Nursery in Whitchurch
- ◆ The Grove School and Sixth Form in Market Drayton
- ◆ Lower Heath CE Primary School and Nursery in Lower Heath
- ◆ Shrewsbury Academy in Shrewsbury
- ◆ Longlands Primary School and Nursery in Market Drayton
- ◆ Grange Primary School and Nursery in Shrewsbury
- ◆ Oakmeadow CE Primary School and Nursery in Shrewsbury
- ◆ Woodlands School in Wem
- ◆ Idsall School and Sixth Form in Shifnal

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees

The Trust is looking to appoint an enthusiastic individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 5,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have an amazing team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees



Job description

Post title: Reception Administrator

Salary: 5 Spinal Points 5 – 6 (£12.85 - £13.06)

Hours of work:

8.45am-4.45pm on Mon, Tues, Weds and Fri

8.45am - 4.15pm on Thurs

Post status: Permanent

Location: Idsall School

We offer:

- ◆ A supportive environment with an experienced team where you will be invested in and valued.
- ◆ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust.
- ◆ A varied day with different experiences and challenges.
- ◆ 25 days annual leave plus bank holidays and a Christmas concessionary day.
- ◆ Access to Local Government Pension Defined Benefit Scheme to which we contribute 17.2% of your salary.
- ◆ Trust wellbeing package.
- ◆ Corporate membership deduction at local leisure centre.

Purpose:

Idsall School is a heavily oversubscribed 11-18 rural school with excellent facilities throughout the school. You will be joining the school at an exciting stage of its development.

We offer a welcoming, friendly, hard-working and committed team of colleagues whom, at all levels, are dedicated to making a difference to the children in their care.

Outline:

- ◆ Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- ◆ Be the primary first aider to all students and staff.
- ◆ Answer incoming calls received through the switchboard.
- ◆ Provide administrative support.

Any questions in regard to the role can be raised with Louise Pinchin, PA to the Headteacher.

admin@ids.mmat.co.uk



Responsible to:

Operations Manager and Senior Administrator.

Main activities to the particular duties:

- ♦ Provide general, clerical/admin support e.g., photocopying, filing, completing forms, respond to routine correspondence.
- ♦ Monitor the front gate intercom.
- ♦ In the event of a fire drill, ensure the staff signing in/out book and the electronic visitor list are taken to the appropriate place and all people are accounted for.
- ♦ Assist with annual vaccinations and all administrative duties.
- ♦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- ♦ Contribute to the overall ethos/work/aims of the school.
- ♦ Operate relevant equipment/ICT packages (e.g., word, excel, databases, spreadsheets, internet, Signing In iPad).
- ♦ Carry out a daily lunch/break time duty as directed by the Operations Manager.
- ♦ Assist with additional reception duties on occasions and other ad-hoc administrative duties.
- ♦ Assist with administration for coach companies, LA transport section and help with transport issues/queries.
- ♦ Participate in training and other learning activities and performance development and meetings as required.

Strategic Responsibilities:

- ♦ Ensure all students with diagnosed medical conditions have up to date healthcare plans and medication in school as required.
- ♦ Implement new legislation/policies on first aid/medical conditions and ensure all staff and first aiders are aware.
- ♦ Identify new students requiring an individual healthcare plan (IHP) and meet with parents and sometimes medical professionals to complete IHP. Ensure that the plans are communicated to relevant staff members and updated as required.

- ♦ Support some diabetic students in checking blood sugar levels, as necessary, recording information and supporting with administering correction medication.

Developing Self and Others:

- ♦ Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable).
- ♦ Contribute to effective staff induction and professional development.
- ♦ Manage own workload, providing support where necessary and delegating where appropriate.
- ♦ Ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

In addition to the above all Marches Academy Trust staff are required to:

- ♦ Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- ♦ Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- ♦ Undertake appropriate training and development as required
- ♦ Participate in the Performance Review Cycle.
- ♦ Demonstrate excellent Customer Care in dealing with all customers.
- ♦ Ensure positive effective working relationships with the school teams, stakeholders and partners.

Objectives and outcomes

- ♦ To be agreed with the successful post-holder once appointed.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">♦ Good standard level of education♦ 5 GCSE's or equivalent, including English and Maths	<ul style="list-style-type: none">♦ First Aid qualification (or be prepared to work towards)
Experience	<ul style="list-style-type: none">♦ Excellent interpersonal skills♦ General clerical/administrative work	<ul style="list-style-type: none">♦ Experience of working in an educational setting or other relevant environment
Skills	<ul style="list-style-type: none">♦ Demonstrate good customer service skills♦ Excellent oral and literacy skills♦ Willingness to participate in training and development opportunities♦ Possess good IT skills including Word and Excel♦ Ability to maintain confidentiality♦ Good communication skills♦ Calm and caring nature♦ Ability to relate well to children and adults♦ Ability to work well on own and as part of a team♦ Flexibility and reliability	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

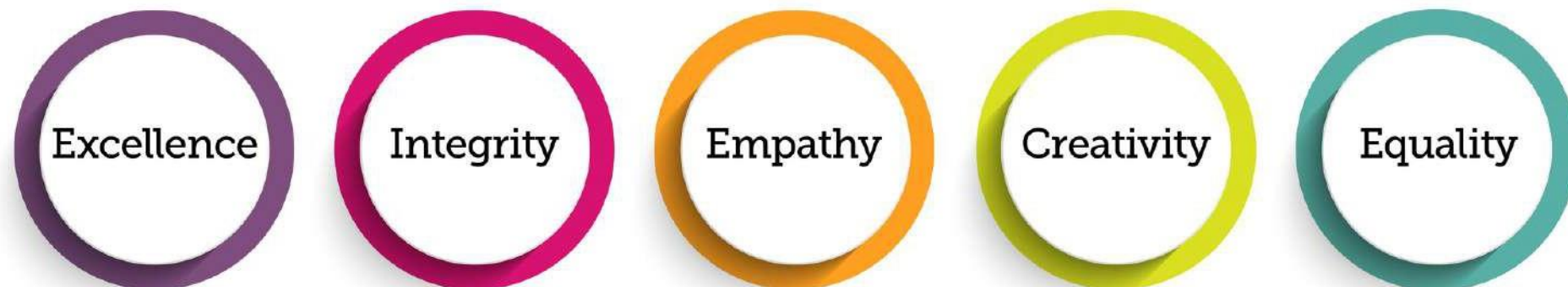
- o Motivation to work with children and young people;
- o Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- o Emotional resilience in working with challenging behaviours; and
- o Attitudes to use of authority and maintaining discipline.

Our Trust vision statement and values

Our vision:
Achievement through caring

Mission statement:
As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Values:





Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant. Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

n joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

(Cavella Priestley-Bird
Executive Director of ALL)



Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- Emotional - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- Physical - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- Financial - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- Social - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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