

A photograph of two young male students in a science laboratory. They are both wearing clear safety goggles and dark blue school sweaters over white collared shirts. The student in the foreground is holding a small glass vial up to the light, looking at it intently. The student in the background is also holding a vial and looking down at it. The background is slightly blurred, showing shelves with various items.

## **Recruitment Pack – School Receptionist, Permanent, Term time plus 3 weeks, The Rise School Feltham**

**Closing date Friday 11<sup>th</sup> December 12 noon, Interviews will take place week commencing 14<sup>th</sup> December 2020. During the COVID-19 pandemic the interview will be conducted remotely via Microsoft Teams**

# Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

## **Vibrant**

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values.

Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

## **Learning**

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

## **Community**

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – it's how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

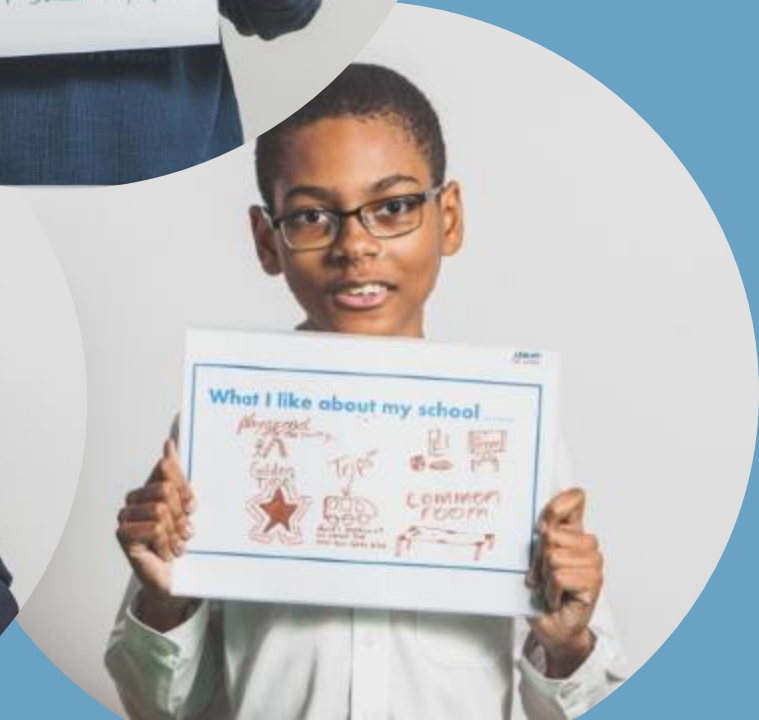
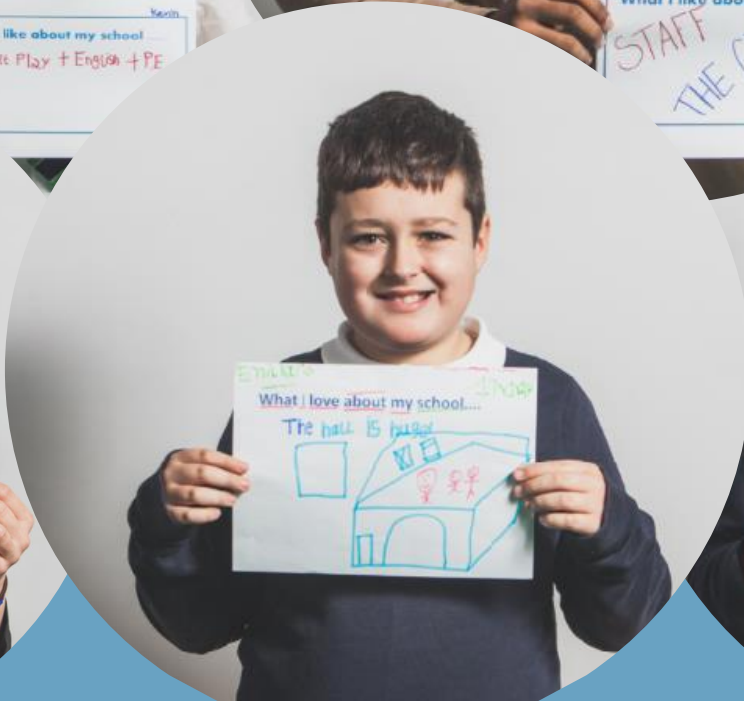
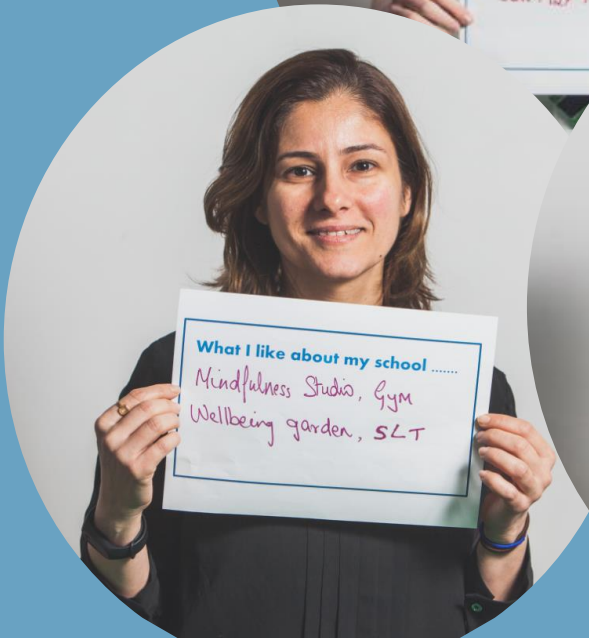
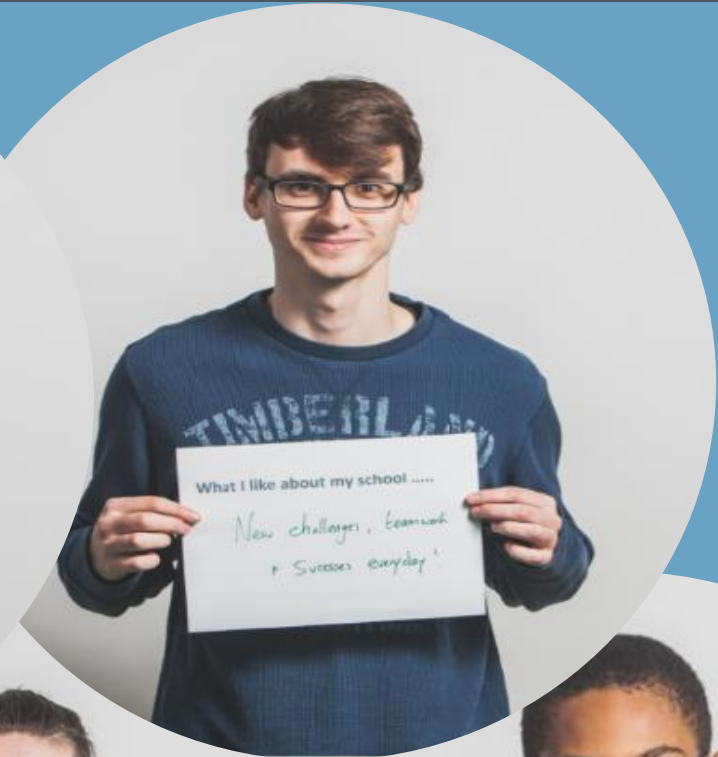
## **Values**

Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It's an equally special place to work.

We hope to welcome you to our team!

# Our School: What pupils and staff have to say:





# Our School: What staff have to say (Annual Survey – May 2019)

95%

feel able to  
manage their  
**WELLBEING**

98%

would  
**RECOMMEND**  
The Rise as a  
work place

97%

feel they  
receive  
regular  
**FEEDBACK**

98%

feel **PROUD**  
to work at The  
Rise

97%

feel  
**MOTIVATED**

97%

think The Rise  
is well **LED**  
and  
**MANAGED.**

# Our School: The Facilities



# Our School: Finding Out More

We LOVE visitors and would absolutely encourage any potential applicants to come and see the school in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!) However, sadly that is not possible during the COVID-19 pandemic, so please do use these links to try and get a better flavour of what we do here.

<http://www.theriseschool.com/>

<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)

[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

[Ofsted Report \(June 2017\)](#)





# Job Description: School Receptionist

**Job Band:** Rise General Band 2 Point 39, 19,273 (actual) per annum

**Job Term:** Permanent, Term time plus 3 weeks

## Purpose:

Working as part of the School Support Team providing administrative and organisational support to a variety of stakeholders.

## Key Tasks and Responsibilities

- Deal with and efficiently pass on all incoming telephone calls to the school and greet all visitors/parents, providing an efficient, professional, welcoming switchboard and reception service.
- Log, record and report on pupil absence completing all required school reports.
- Manage all incoming mail and deliveries and distribute to relevant personnel; deal with all outgoing mail from the school.
- Manage and distribute incoming email to the school's general email address and manage outgoing emails such as newsletters and announcements.
- To support with ensuring that all pupil and family data is entered on the school database and that such records are up to date and accurate.
- Manage school diary system, inputting whole school events, colour coding for relevant departments.
- Maintain and monitor visitor security system.
- Maintain the staff CPD library.
- Ensure that pupil registers, staff and visitor lists are taken to the emergency meeting point in the event of a fire / other emergency which requires the school to be evacuated.
- Play a role in emergency protocols as required.
- Support with administration as requested by the Leadership Team.
- Participate in activities with children as requested by your Line Manager e.g. School trips, school celebrations etc.
- Contribute positively to the effectiveness and efficiency of the team.

- Be aware of and comply with all relevant school policies and procedures (e.g. Safeguarding, Health and Safety), reporting all concerns to the appropriate person.
- To maintain the confidential nature of information relating to the school, its pupils, parents, guardians and carers.
- Undertake any other reasonable duties as may be allocated from time to time.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate a continual commitment to Safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms / Schools Trust Equality, Diversity and Inclusion policy and procedures.

## Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

## Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## Training & Professional Development

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

To undertake any other appropriate responsibilities and duties that may arise as and when required.

# Person Specification: School Receptionist

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

## Education Levels & Qualifications (*Essential*)

- GCSE English and Maths or equivalent

## Specific Knowledge, Experience & Technical Skills (*All Essential*)

- Experience of working as a receptionist within an Education, Health or Social care settings
- Experience of office administration including use of Management Information Systems or willingness to learn
- Good IT skills – Microsoft Office and particularly Outlook, email, calendaring, Excel, Word and PowerPoint
- Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change on a daily basis
- Strong customer care skills and focus

## Personal Attributes (*All Essential*)

- The Ambitious about Autism Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Good appreciation of health and safety in the workplace, general data protection regulations (GDPR) and equal opportunities
- Excellent communication and interpersonal skills – written and verbally and experience to adapt people style and approach as required
- Ability in planning and organising as well as having attention to detail and completion of tasks whilst working under high workloads or within time pressure deadlines
- Good problem solving, judgement and decision making skills
- Team player – willing to work closely and cover for other School Administration staff, being sensitive to others workload and help without compromising own objectives
- Seeks ways to streamline and increase efficiencies in policies, procedures and systems
- Understands the need for confidentiality and sensitivity
- Ability to establish rapport and respectful and trusting relationships with a range of stakeholders both internal and external




# Safer Recruitment

The Rise School is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur on 11<sup>th</sup> December 2020 with interviews taking place week commencing 14<sup>th</sup> December 2020. Interview Candidates will be subject to an in-depth, virtual/remote interview and assessment. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.



The Rise school is a vibrant, special school dedicated to educating pupils with autism ages 4 to 18.

**Contact us**

The Rise School  
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