



Academies Trust



Co-op Academy  
Delius

# Co-op Academy Delius



Receptionist/Administration  
Assistant

# Welcome

Dear Applicant,

**It is a pleasure to welcome you to Co-op Academy Delius.**

I have had the privilege of being the Headteacher of this fantastic academy since September 2021.



20 years of working within special education has provided me with the commitment and drive to provide the highest quality of education, environment and experiences for the exceptional pupils who attend the academy. The highly skilled and dedicated staff team I work with at Co-op Academy Delius are passionate about supporting our pupils, and each other and we recognise the importance of working in partnership with parents and other professionals as well as enhancing our links in our local community and beyond. As an academy we value and recognise the important role that the staff, governors, parents/carers and the wider community play in supporting our pupils and their school life.

At Co-op Academy Delius we strive to provide a personalised, ambitious and challenging curriculum with the highest of expectations where pupils are given a voice and are encouraged to be independent and actively participate in their education. Our curriculum is planned to promote pupils acquiring skills and knowledge which they are able to retain and recall, enabling them to live their lives to the fullest and access society. Our academy community is passionate and creates innovative learning opportunities in exceptional learning environments whilst promoting holistic as well as academic development.

It is my intention that the academy promotes an ambitious, positive, safe, stimulating and nurturing environment in which all staff and pupils feel valued and their successes and achievements are recognised and appreciated. I am very proud of our community, our pupils and their successes. Our academy is full of incredibly talented pupils and staff who are seen and known as individuals and I encourage you to explore our website further or arrange a visit to learn more about our academy which is a truly amazing place to learn or work.

**Emma Hardaker | Headteacher**



# Our Co-op Academies Trust

Dear Applicant,

**Thank you for showing interest in our academy and our Trust.**

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 37 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academy Trust as the next stage in your career.

Best wishes,

**Dr Chris Tomlinson** | [Chief Executive Officer](#)

# Our Co-op Values

All our values are based upon the values of the Co-op Group which will inform our behaviours.



- **Self-help:** We do not expect to be spoon fed – we will try to do things for ourselves in the right way and at the right time.
- **Self-responsibility:** Everyone should act in a responsible way around the academy site and in the local community. We take responsibility for our own learning; we want to become independent learners.  
Self-help; Self-responsibility; Democracy; Equality; Equity; Solidarity.

- **Equality:** We are proud to be part of a very multicultural academy, with students from all over the world; it is important that we treat each other with respect and accept that others may be different from ourselves. We should all have equal chances to succeed.
- **Equity:** We want to look for the best in each other. Rewarding others fairly to encourage all types of achievement.



- **Democracy:** We will contribute our ideas to make the academy a success.
- **Solidarity:** We can achieve more by working together, rather than as individuals.

## We strive to demonstrate the following ethical values in everything we do:

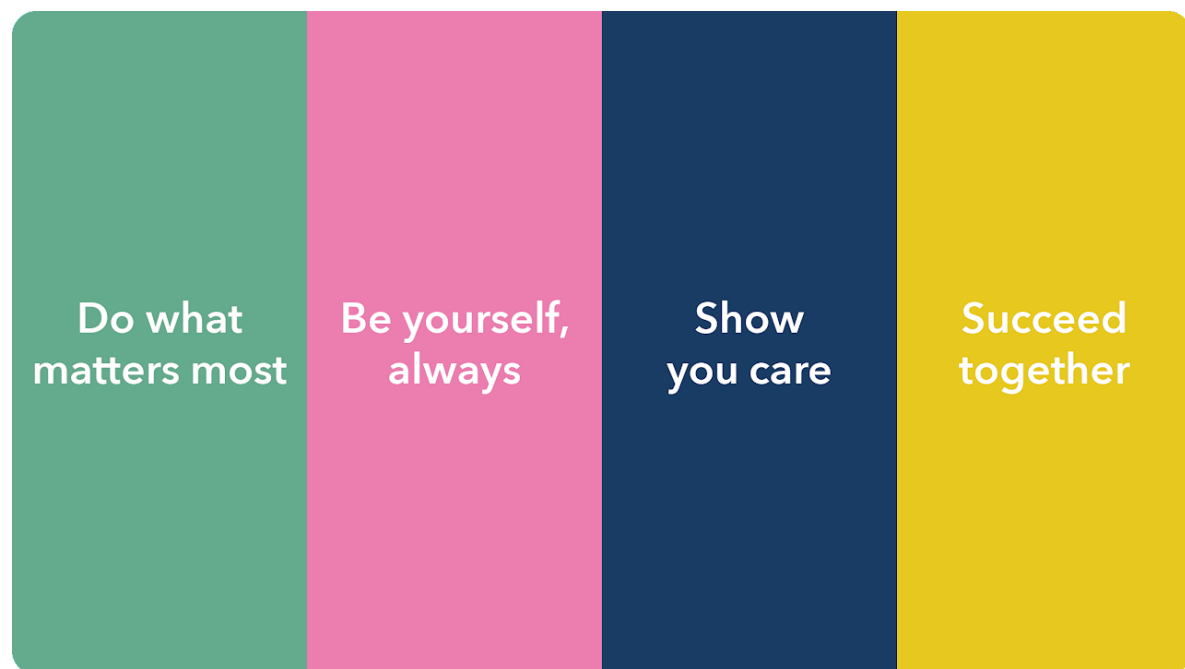
**Openness** – we believe in being open and sharing information and ideas to raise the outcomes of children and young people and improve their life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on those in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children and young people have one childhood

## We use our simple 'Ways of Being Co-op' to demonstrate our values:



# Job Description & Person Specification

## Job title: Receptionist / Administration Assistant

### Salary / grade range

Band 5, SCP 4-6  
Actual Salary: £18,835pa - £19,440pa  
(Full time equivalent £23,150pa - £23,893pa)  
35 hours per week (start/finish times as directed by the Academy to meet the needs of the Academy).

Monday to Friday. Term time plus one week (5 days)

### Location

Co-op Academy Delius, Bradford, West Yorkshire  
(Co-op Academy Delius has two sites (Bradford BD3 and Bradford BD7), You must be willing, and maybe required, to work at either of our sites)

### Reports to

Business Manager

### Purpose of role:

To manage the Reception, providing a customer focused and efficient reception service as the first point of contact for parents/carers and visitors to Co-op Academy Delius. You will provide excellent "front of house" facilities, ensuring a courteous, warm, calm, helpful and friendly welcome & service, whilst ensuring compliance and safeguarding protocols are adhered to.

Alongside colleagues in the Business Team provide an efficient and professional general administrative service to Co-op Academy Delius. Support the Headteacher, Senior Leadership team, teachers and support staff as required, under the direction of the Business Manager.

### Key accountabilities (and specific duties / responsibilities):

#### ORGANISATION

- Undertake reception duties, answering general telephone and face to face enquiries
- Signing in / escorting visitors ensuring compliance and safeguarding protocols are adhered to.
- Assist with pupil first aid/welfare duties, liaising with parents/carers/staff as required and directed by the Academy (e.g. establishing pupil attendance, managing sensitive medical/safeguarding calls)
- Assist with communication (e.g. updating DoJo (communication method to parents) and translate and interpret as required)
- Assist in arrangements for academies trips, events etc.
- Assist in the safe arrival and departures of pupils (via vehicles/minibus), monitor the main entrance and take pupils to/from classes as required
- Assisting in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working
- Responsible for booking and setting-up conference rooms for various activities/events that take place across the Academy (e.g. recruitment, coffee mornings, training) and co-ordinating refreshments as required

## ADMINISTRATION

- Provide general clerical / administration support (e.g. photocopying, filing, emailing, sort and distribute mail, updating noticeboards)
- Provide administrative support to Headteacher, Senior Leadership, Business Manager, HR and teachers
- Maintain manual and computerised records/spreadsheets/management information systems as required
- Maintain and collate pupil/staff records and reports producing lists/information/data as required e.g. pupil/staff data
- Undertake any other administrative tasks, as required within the scope of the role

## RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and deal and distribute deliveries, as required
- Operate uniform/snack/Health & Safety recording procedures within the academy
- Provide general advice and guidance to staff, pupils and others

## RESPONSIBILITIES

- Be aware of and comply with Trust and Academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Be committed to promoting and safeguarding the welfare of young children and reporting any concerns immediately to an appropriate person in line with the Academy's safeguarding policies
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, and continual professional development, as required
- Any other duties appropriate to the post

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● Meet the intermediate Threshold Level of English fluency (Immigration Act 2016)</li> <li>● Relevant NVQ 2 or equivalent qualification or experience.</li> <li>● GCSE English and Maths or equivalent eg. Adult Literacy/Numeracy at level 1</li> <li>● Clean driving licence</li> <li>● Customer Service qualification i.e. Level 2</li> <li>● First Aid</li> </ul>	<p></p> <p>Desirable</p> <p>Desirable</p>	<p>A, I, T</p> <p>A, I, T</p> <p>A</p> <p>A</p> <p>A</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Working in a busy Reception and office environment</li> <li>● General clerical/administration experience</li> <li>● School office experience</li> </ul>	<p></p>	<p>A, I</p> <p>A, I</p>

<ul style="list-style-type: none"> <li>• Working in a school environment supporting pupils with additional educational needs, special educational needs or other relevant experience</li> <li>• Able to work individually and constructively as part of a team</li> </ul>	Desirable Desirable	A, I A, I  A, I
<p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Approachable, courteous and able to present a positive image of the school to callers and visitors</li> <li>• Excellent telephone manner and customer service skills</li> <li>• Proficient and effective user of and ability to carry out complex tasks using Google, ICT packages including Microsoft Office i.e. Word, Excel</li> <li>• High levels of integrity, honesty and credibility and maintain confidentiality in matters relating to the school, its pupils, parents and carers</li> <li>• Knowledge of clerical and administrative procedures and equipment e.g. photocopiers, scanners, telephone systems</li> <li>• Ability to relate well to pupils and adults and remain calm under pressure</li> <li>• Demonstrate good co-operative, interpersonal and listening skills</li> <li>• Ability to understand administrative roles and responsibilities and your own position within these</li> <li>• Good sense of humour</li> <li>• Adaptability and willingness to accept change</li> <li>• Willingness to share knowledge, expertise and experience</li> <li>• Ability to prioritise conflicting demands and pressures</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• An understanding of the needs of a multicultural society</li> <li>• An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs</li> </ul>		A, I, T A, I, T  A, I  A, I  A, I  A, I  I I A, I  I  I  A, I  A, I
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op</li> <li>• Personal commitment to the Academy's professional standards, Policies and code of conduct</li> <li>• Ability to cope with the requirements of the post, which may include assisting students who have emotional and behavioural difficulties or physical difficulties</li> <li>• Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010</li> <li>• Takes pride in role and the environment worked in</li> <li>• A commitment to further training and a willingness to participate in relevant CPD</li> </ul>		A, I  A, I  A, I  A, I  A, I A, I



**Safeguarding of children:**

- Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people
- Emotional resilience in dealing with challenging behaviour.
- Ability to form and maintain appropriate relationships and personal boundaries with children

A, I  
A, I  
A, I

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

## Wellbeing & Benefits

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Co-op Academy Trust & Academy Reward & Recognition scheme;
- Effective, supportive and dynamic leadership, with well-being high on the Agenda;
- Free breakfast each Wednesday to connect and chat with leadership and colleagues across Delius;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
- Opportunity to continue to enhance your continual professional development (CPD) and opportunity to join Delius CPD reward & incentive scheme;
- Employee benefits such as staff family swim, season ticket, reduced gym membership, cycle to work scheme and much more;
- Once signed up to our “Colleague Membership” scheme you will receive a discount off most Co-op branded products and discount off most branded products on colleague member payday events! You can also access discount on Co-op Funeral care, Co-op Legal Services & Insurance (including Pet insurance, Travel insurance, Life insurance, over 50 insurance and breakdown cover);
- Free access to a confidential 24/7 Employee Assistance Programme;
- Free flu vaccine and eye test with money towards glasses;
- A superb, school building with a flexible and creative ICT rich working environment;
- Local Government Pension Scheme and recognised continuous service.

## Why Work at the Co-op Academies Trust?

[https://www.youtube.com/watch?v=jIU\\_Nyp4k6I](https://www.youtube.com/watch?v=jIU_Nyp4k6I)

For more information about the Co-op Academies Trust visit: [www.coopacademies.co.uk](http://www.coopacademies.co.uk)

For more information about Co-op Academy Delius visit: [www.delius.coopacademies.co.uk](http://www.delius.coopacademies.co.uk)

## Visit to Co-op Academy Delius

If you wish to have an informal chat about this role, or visit our Academy please email Human Resources to book an appointment :[hr-delius@coopacademies.co.uk](mailto:hr-delius@coopacademies.co.uk)

## How to apply

If you meet the role requirement, and believe in our values, we would love to hear from you...

Applications BEFORE 1st November must be made through TES via:

<https://www.tes.com/jobs/vacancy/receptionist-administration-assistant-bradford-2129075>

Applications ON or AFTER 1st November must be made through our new FACE'Ed portal:

<https://co-opacademiestrust.face-ed.co.uk/Vacancies>

*Candidates invited to our recruitment day will be expected to complete several tasks; be observed in the classroom and be interviewed, in order to recruit staff of the highest professional quality.*

## Recruitment Timescales

**Closing date for applications: 23:59 on Sunday 17 November 2024**

**Recruitment selection date: Monday 25 November 2024**

*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf.*

*Our Academy is committed to the safeguarding and welfare of children and young people and expects all its employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. In line with our robust Safer Recruitment processes we will carry out an online search as part of our due diligence on shortlisted candidates which we might want to explore with you at interview. The successful applicant will be subject to an enhanced DBS check and satisfactory references. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.*

*The Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*



Co-op Academy  
Delius



**Headteacher: Emma Hardaker**  
Co-op Academy Delius

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West Yorkshire, BD7 2AH (01274 062580)*