



Welcome

to Fox Hill Primary School



Recruitment Information Pack Receptionist





History of Fox Hill

Fox Hill Primary school was originally opened in 1974. Following a fire, the school was then rebuilt and reopened officially on 14th September 2001. In 2024, the school will celebrate its 50th year.



Welcome from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in working with us at Fox Hill Primary school.

We hope you will find this pack helpful in completing the application form.

Fox Hill Primary School is a nurturing, friendly and inclusive school in Easthampstead, with 205 children on roll. Graded 'Good' in our most recent OFSTED inspection, Fox Hill is a very special school not only to those of us involved in the day to day running but also to our community.

A number of the parents and, in some cases, the grandparents of our children were pupils at this school. We are extremely proud of our school buildings, resources, facilities and attractive grounds.

We have a very committed and dedicated staff, but above all, we have exceptionally kind and enthusiastic children who enjoy learning and are involved in a wide range of activities provided by the school.

The governing body and school community share the vision that by building on the strong foundations already established, much more can be achieved including the goal of an Ofsted grading of 'Outstanding'.

I look forward to receiving your application.

Miss K. Lane
Headteacher

Welcome to Fox Hill School

We are a one form entry school with an EYFS unit and a Nurture unit. In 2023-24 we will also be re-opening our Nursery where we will be able to offer 30 hours for children aged 3 plus.

At Fox Hill Primary, our decisions, behaviours and actions are values-driven. Our school values are at the core of everything we do. They underpin our teaching learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our Vision:

To be an inspirational school where learning is a journey of excitement and where every child is nurtured to thrive, believe in themselves and be empowered to succeed.

We strive to achieve this through the following mission.

Our Mission:

At Fox Hill Primary School, our values of kindness, curiosity, self-belief and pride are nurtured to promote success and high aspirations for the future. We provide an inspiring and nurturing school experience built on positive relationships where children are cared for, supported and challenged. We empower children to take pride in everything they do and to show kindness and respect to all, upholding a strong sense of belonging. Through a diverse and engaging curriculum, we ignite curiosity and inspire children to aim high and explore new learning, developing their independence and self-belief, enabling all as life-long learners to reach their full potential.

Our Values:

At Fox Hill Primary School, every individual is valued for who they are and what they contribute to the school. Our values are intended to support the personal, social and spiritual development of every pupil throughout the school. The whole staff team, governors, parents and pupils are involved in promoting our values. Our Fox Hill family values have been selected after consultation with pupils, staff, governors and parents as values which are important within the school community and which will be important throughout life.

Our chosen values are: • **Kindness** • **Curiosity** • **Self-belief** • **Pride**



Upcoming projects

New home for our Nurture unit from October half term 2023.

Outdoor learning and Forest School provision.

Fox Hill Farm Spring 2024.

Re-opening of the nursery TBC.



Curriculum

At Fox Hill, our Curriculum is knowledge rich, with concepts sequenced in small steps, coherently mapped to enable learners to make connections within and between subject areas. Carefully interwoven into our Curriculum are experiences to support blending knowledge and skills, as well as embedding reading across all areas of our learning.

Our careful curriculum design and planning means that we build in many opportunities for children to repeat and practise opportunities for essential knowledge, skills and understanding in every subject. This ensures that children are able to revisit and retrieve previous learning, which supports a deeper understanding of the key knowledge skills and processes within subjects. Through a thematic approach, we interleave knowledge across different contexts to maximise the retrieval and transferability of previously learned content. The National Curriculum underpins our Curriculum.

Highly skilled subject leaders have designed progressive curriculum maps which ensure children gain the key knowledge and skills in every subject. Our knowledgeable and skilful teachers ensure that every child is included in all subjects by ensuring their needs are met in the classroom.

Key Links



Activities & Sports

Our wider curriculum and pupil leadership opportunities support our children's personal and social development and nurtures our school values.

The range of experiences we offer supports our children academically, but also ensures that their spiritual, moral, social and cultural needs are met too. We are incredibly proud of the experiences we provide the children who in turn demonstrate how they are deeply proud of our school, their British values and diverse society to which we belong and play an active part. We are proud that our curriculum gives our children the knowledge, skills, confidence and self-belief to lead a happy and fulfilled life by encouraging them to always aim high and work towards their aspirations in life.

School Council ● Sports at Fox Hill ● Sports Leaders ● Sports - Activate Learning
Bracknell & Wokingham College ● House Captains ● Gardening and Allotment
Club ● Fox Hill Forest School ● Recycling Champions ● School Enrichment Trips
and Visits ● Clubs and Lunch Clubs ● Themed Weeks ● Music ● Residential
Journeys

Community

The children visit the local care home each week and the social interaction is of benefit to both our children and the residents.

We also operate a volunteer programme enabling members of the local community to gain valuable work experience and contribute their skills and experience to our school.

The Job Advert

We are seeking to appoint a part time Receptionist to provide a professional and welcoming service to all visitors to the school office. Acting as the first point of contact for pupils, parents and staff, our ideal candidate will have a good standard of personal presentation and a pleasant, confident manner.

This role is an instrumental part of the efficient day-to-day running of our school.

The hours of work will be term time, 8.30-10.30am Monday to Friday, plus two INSET days working 8.30am-3.15pm.

Ideally you will have customer service or receptionist experience. Experience within an educational setting will be an advantage. We are also looking for;

- Organisational skills and attention to detail
- Strong interpersonal and communication skills both on the telephone and in person
- The ability to multi-task and prioritise
- Good general literacy and numeracy
- Ability to work on own initiative to solve queries
- Good level of ICT skills

If you are a team player, quick to learn and enjoy working in a fast-paced, dynamic role, we want to hear from you!

Training and support will be provided by the existing team of friendly and mutually supportive colleagues.

We can offer:

- A fantastic team of hard-working, dedicated and supportive staff, leadership and Governors
- Enthusiastic children who are kind, curious and keen to learn
- An ethos of valuing and caring for all members of our school community
- A school that is committed to high quality CPD (Continued Professional Development)
- A commitment to positive work/life balance
- Excellent outdoor space and facilities for all learners.

We warmly welcome you for a tour of the school, as we pride ourselves on our friendly, nurturing school environment. Come and meet our committed team and wonderful children!

Alternatively, please visit our school website and social media pages.



At Fox Hill we believe that a diverse workforce leads to a school that is more innovative, more creative and gets better results. We want our workforce to represent the diversity of the people and community we serve. We also want our workplace to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

SAFER RECRUITMENT IN EDUCATION

Fox Hill Primary School and Bracknell Forest is committed to safeguarding and promoting the welfare of children and young people. Our school has an equal opportunities policy. For selection and recruitment in accordance with its safeguarding policy, the successful candidate will be required to have an enhanced DBS check along with a check against the DBS children's barred list (formerly known as a list 99 check)

**Closing date for receipt of applications is
Thursday 12th October 2023**

Please contact
HR@foxhillschool.co.uk
or telephone 01344 421809 to
arrange a visit to the school, or
a discussion with the
Headteacher.

Salary

BG-J SCP 3-6
£20,812-£21,968 pro-rata

Location

Fox Hill Primary School
Pond Moor Road
Bracknell
RG12 7JZ

Contract

Permanent

Working Pattern

Part time, term time plus 2
INSET days

Start Date

December 2023

DBS Check

Enhanced

Closing Date

Thursday, 12th October 2023
at 12:00

Interviews

Week commencing

The Job Description

Main purpose

To act as a polite, well-mannered link between the staff (teaching and support) and the customer (parents, pupils and visitors), by providing a courteous reception service both face to face and on the telephone.

To operate the school's switchboard and assist with all aspects of administrative support for the school, under the direction of the School Secretary and the School Business Manager.

Duties and Responsibilities

- Provide reception/telephonist function, deal with routine enquiries and sign in school visitors, ensuring safeguarding procedures are followed
- Screen incoming telephone calls and in-person queries, dealing with, or taking messages as appropriate
- Ensure parents/carers sign pupils in/out as necessary
- Assist with pupil absence management
- Maintain pupil records and filing systems in hard copy and using SIMS
- Sign for deliveries, and promptly ensure correct distribution of goods.
- Provide general administrative support
- Assist with pupil first aid and welfare duties including looking after sick pupils and liaising with parents and staff
- Undertake word-processing and other ICT based tasks
- Initiate standard letters and forms
- Provide administrative assistance to the Headteacher, School Secretary, SBM and other senior staff as required.
- Sort and distribute post.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- other duties as may be necessary, compatible with the nature of the post.

Person Specification

Qualifications and Experience	Essential	Desirable
Customer service experience		✓
Receptionist experience		✓
Experience of working in a school setting		✓
Knowledge and understanding		
Knowledge of administrative procedures		✓
Knowledge of ICT packages and systems e.g. email, word processing	✓	
Knowledge of basic first aid and be willing to undertake training	✓	
SIMS experience		✓
Skills and Qualities		
Ability to follow administrative procedures	✓	
Ability to understand and follow instructions	✓	
Ability to work well with all stakeholders	✓	
Ability to prioritise workload and work to competing deadlines	✓	
Ability to work on own initiative and as part of a team	✓	
Excellent communication skills (both orally and in writing)	✓	
Committed to equality of opportunity	✓	
Ability to maintain confidentiality	✓	
Personal Characteristics		
A good sense of humour.	✓	
Enthusiastic and committed.	✓	
Well organised.	✓	
Resilient and reliable.	✓	



Should you have any queries please contact
HR@foxhillschool.co.uk



'Leaders have secured strong values and a caring ethos at Fox Hill. 'Nurture, inspire, challenge and excellence' threads throughout the school, and pupils embody these qualities, and wider British values, in their words and actions. Pupils leave school ready for life in modern Britain because they develop very positive attitudes and a palpable caring spirit.'

Ofsted, September 2018

How to apply

Please read this application pack carefully.

Only applications received on Bracknell Forest application forms will be considered. Please complete the application form in full; CVs will not be accepted and strictly no agencies please. The application form can be accessed online here. Scroll to the bottom of the page and click 'apply online'.

For your personal statement please address your suitability for the role with reference to the Job Description, Person Specification and our Vision and Values.

Safeguarding Our school is committed to safeguarding and promoting the welfare of children/young people. This position requires an Enhanced Disclosure and Barring Service check because it involves contact with (or access to data concerning) children.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If you are successful in being shortlisted for this position, you will be required to complete a self-declaration form.

To find out more about the application process for working with children, young people and adults at risk [click here.](#)

[The Bracknell Forest Safeguarding Board \(BFSB\)](#) oversees the safety and well-being of children in Bracknell Forest.

Equal Opportunities - We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

Disability - We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

Pre-employment medical check - As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire form.

References - On your application form you will be asked to provide the names and addresses of two people who will provide a reference. At least one must be from your current employer, completed by a suitable person with appropriate authority. We take up references for all shortlisted candidates and wherever possible we like to apply for these prior to interview.

About Bracknell Forest

Bracknell Forest is a small, innovative local authority that offers exceptional career choices in our maintained schools and academies. We recognise that to invest in you is essential to the service provision of our young learners.

We have great schools and fantastic children who welcome inspirational teachers and support staff to challenge them to reach their full potential.

Bracknell Forest is committed to providing an excellent education service by recruiting the best staff to influence the success of our pupils and schools. We look for people with ability, enthusiasm and imagination to join our school teams.

By combining quality training in a supportive local authority with financial incentives and fantastic staff benefits, we are sure you will find working in Bracknell Forest the right career choice for you!

Where are we? Bracknell is a modern town located between Windsor and Reading in Berkshire. Situated to the west of London, transport connections are excellent with train links into London and the M3, M4 and M25 motorways on the doorstep.

Nestled in countryside the town has a wide choice of schools, good housing, a vibrant new shopping and leisure centre. Excellent sporting facilities and thriving businesses.

What role for you? We understand how important it is for our teaching and support staff to feel valued and appreciated in their work. We value our staff as our most important resource and we are committed to ensuring that a variety of rewards and benefits are available.

Teachers - our well-resourced schools provide the setting for teachers to flourish and develop, we realise that being a teacher is more than just sharing knowledge; it is a multifaceted role and we value our teachers' skills and abilities and the impact it makes on the lives of pupils.

Administrative Staff and **School Business Managers** provide essential services for the whole school ranging from day-to-day office support to financial and school business management.

Teaching Assistants and **Higher-Level Teaching Assistants** work with teachers in the classroom to support pupils and create a love of learning.

Lunchtime Staff are responsible for supporting pupils during their midday break and lunch.

Technicians and **Librarians** provide valuable support for teaching and learning.

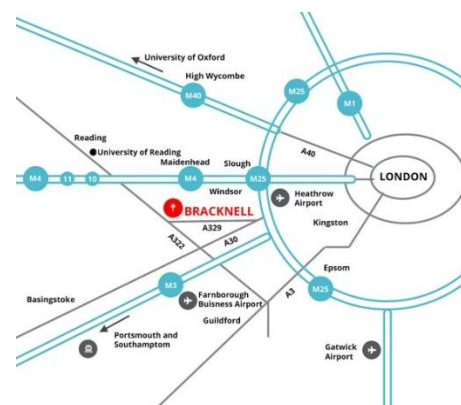
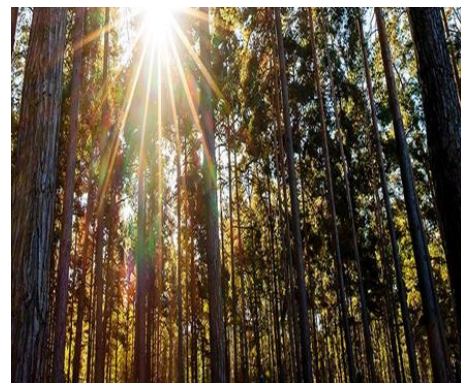
Site Staff ensure a clean, safe and tidy learning environment for the school community.

Why work in our schools?

Your continuous professional development is important to us, whatever your role, so we have development pathways to enable you to be more confident in your role. From CPD to apprenticeship programmes, we support our staff at every stage of their career with us.

As our most valued resource, we are committed to ensuring there are a variety of rewards and benefits available including:

- Season train ticket loans
- Cycle scheme
- Leisure centre membership discount
- Shopping discounts
- Health plans
- Pension Scheme



Benefits



Easily accessible location,
less than a mile from
Bracknell town centre and
train station



Free on-site staff parking



Cycle to work scheme.



Season ticket train loans



Leisure centre discounted
membership



Shopping discounts



Complimentary tea, coffee
and water cooler



9.15am start on your
birthday, or another
special day of your
choosing



Access to over 20
subscriptions and
resource banks to support
your planning



Staff meals available on
site for £2.75 per meal



Health Care Plan



Pension Scheme

Getting here

By car

We are located about a mile from Bracknell town centre in Easthampstead. We are about 10 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Bracknell.

At the roundabout, take the first exit to stay on the A329. At Twin Bridges roundabout, take the second exit onto Downshire Way A322.

At the next roundabout, take the fifth exit towards Easthampstead, Rectory Lane. After 0.8 miles, turn left onto Pond Moor Road. The school is signposted and is a short way down on the left.

By bus

We are located a 20-minute walk from Bracknell Bus Station. Alternatively, the 194 Camberley service stops a 4-minute walk from our school.

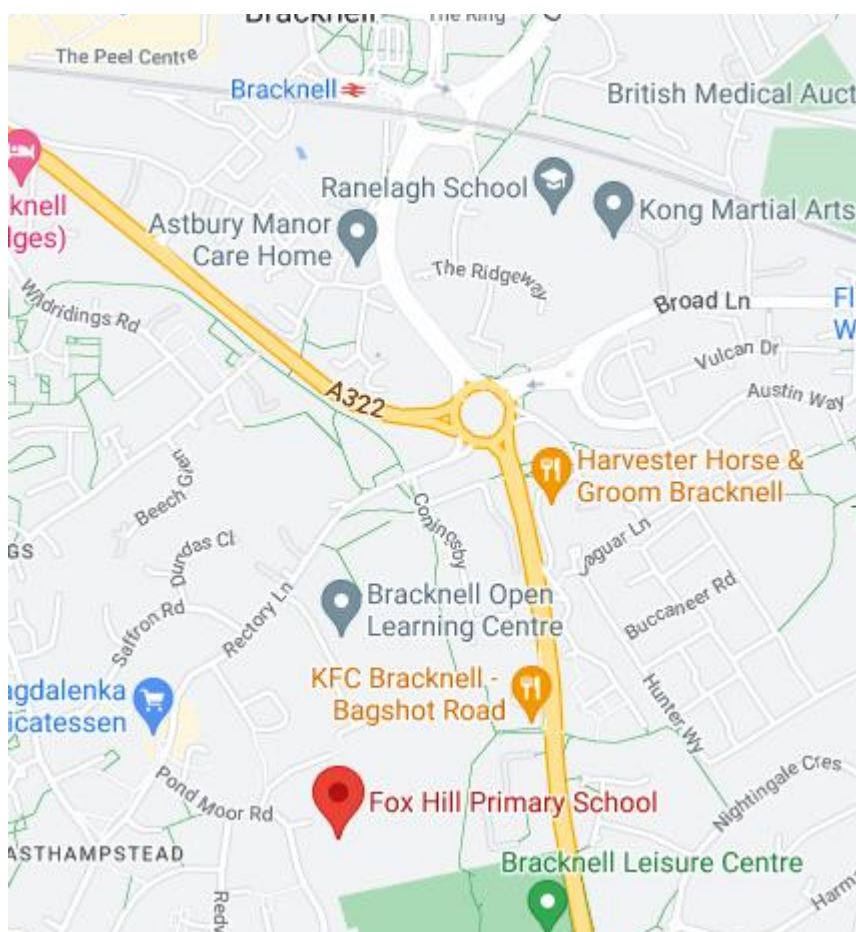
By train

We are a 19-minute walk away from Bracknell train station that connects us to Reading and London Waterloo.

Meet the staff

"There is a real sense of ambition at Fox Hill. Ambition to provide the children with a rich curriculum and an ambition to create a nurturing family atmosphere to encourage children and staff to thrive."

"Fox Hill really is a family. The school is friendly and welcoming and the team are supportive of one another."



For more information,
please call reception on
01344 421 809

