



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Job Application Pack

Venue Assistant

£5.30 per hour

Hours to be agreed, on a zero hours contract basis

Evening and weekend shifts available

Closing Date: 5pm Friday 27 November 2015



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Welcome:

Thank you for expressing an interest in a vacancy here at NUSA.

NUSA is a vibrant, improving school, conceived to offer life-changing education and opportunity to the children of its community, on the outskirts of Nottingham City. NUSA is now working in partnership with the Torch Academy Gateway Trust, which has already enabled our 2014 cohort to secure results at Key Stage 4 that went against the national trend, and improved significantly. However, there is no complacency within the academy, and all staff are committed to seeing NUSA fulfil the aspirations of its sponsors and governors.

NUSA's partnerships with the University of Nottingham and Torch allow us to offer a truly unique suite of professional development and career progression pathways. We are fully committed to the continual professional development of all staff, and we are able to offer unique opportunities through collaboration with our co-sponsors, the University of Nottingham.

Thank you for the interest you have shown in working at NUSA and I look forward to receiving your application for the receptionist post.

Mark Watts
Head of School



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Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to the Nottingham University Samworth Academy and the tremendous opportunities this school offers the young people of Nottingham.

Our partnership with Nottingham University Samworth Academy began in November 2013, and we have made enormous progress in developing standards across the school. We are dedicated to ensuring that every pupil receives the best possible provision.

We will deliver the community's vision of an outstanding school providing the highest standards of education and care for all children in the local area. We have a proven track record of delivering outstanding education for young people. Our flagship school, Toot Hill, is currently rated 'outstanding' by Ofsted and is in the top 2% of all schools nationally for pupil progress.

The trust is a growing and dynamic multi-academy group based in the East Midlands. We pride ourselves on extensive staff development, progressing and supporting employees to ensure that staff are constantly striving to improve.

Thank you for showing an interest in working at the Nottingham University Samworth Academy and we look forward to receiving your application.

John Tomasevic

CEO of the Torch Academy Gateway Trust



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Application Details

Thank you for your interest in the receptionist vacancy at Nottingham University Samworth Academy. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form with a covering letter addressed to Cate Holmes, Human Resources Officer which clearly demonstrates your suitability for this role. Applications can be submitted via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, HR Officer to the following address:

NUSA
Bramhall Road
Bilborough
Nottingham
NG8 4HY

Application forms

These can be downloaded from the Vacancies page on the school website www.nusa.org.uk (select 'Application Form – Casual Roles'). Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5.00pm on the closing date of Friday 27 November 2015.

Interview:

Interviews for the role will be held as soon as possible after the closing date. If you have not heard from us within 3 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

NUSA is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check.



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Job Description:

Post: Venue Assistant	Date of Issue: November 2015
Responsible to: Venue Facilities and Events Officer	
This job description identifies our expectations of support staff at Nottingham University Samworth Academy. You are required to carry out your duties in line with the stated ethos and principles of the academy. Directed time: This Job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.	
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

Specific Responsibilities:

Purpose of job

To assist with the smooth running of the Venue Hire operation, including: setup of rooms, furniture and equipment (including an element of manual handling); ensuring the facilities are kept tidy; assisting



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customers during events; liaising with suppliers; meeting and assisting customers and delegates; providing support to customers before, during and after events.

The job requires substantial flexibility due to the variable timing of the events that we host.

Duties and Responsibilities

- Taking instruction from The Venue Facilities and Events Officer.
- Setting up rooms including lifting and arranging heavy furniture (tables and chairs), IT equipment, signage and refreshments, based on customer specification.
- Ensuring the Venue facilities are presented to the highest possible specification before and during events and preparing for next booking, including rearranging/packing away furniture and cleaning equipment as necessary.
- Liaise and work with our network of external contractors to ensure smooth running of events, including accepting deliveries and providing access to venue when required.
- Work closely with the NUSA Site Management team to ensure facilities are well maintained and report any breakages, faults, maintenance problems and/or health and safety issues promptly.
- Greet all customers and event attendees and provide ad hoc assistance during the course of events, as may be required.
- Provide and ensure outstanding customer experience at all times.
- Assisting staff in setting up AV equipment for internal events, when required.
- Assisting with the opening and locking up of the building as required ahead of morning/evening/weekend events.
- Handle cash appropriately.

2 In common with other members of the academy's support staff, the post-holder will also be expected:

- to liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required;
- to attend support team, staff and other meetings as required;
- to work actively to secure continuing development through participating in the academy's training programme;
- to undertake other duties as may reasonably be required.



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Person Specification:

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Basic English & Maths skills. 	<ul style="list-style-type: none"> First aid certificate. Working towards GCSE grade A – C (or equivalent) in English and Maths or Functional Skills Level 2.
Experience	<ul style="list-style-type: none"> Working in a busy and sometimes pressurised environment. Dealing with a wide variety of customers. 	<ul style="list-style-type: none"> Previous experience of working in an education environment. Reception/general administrative duties.
Skills and Knowledge	<ul style="list-style-type: none"> Confident in use of Microsoft office packages including Excel, Word and Outlook. Competent with figures. Ability to be aware and take the appropriate action on any future sales opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> Ability to be work independently as well as part of a team. Excellent customer service skills. Ability to work with students, staff and any visitors in a professional manner. Good organisational and time management skills. Ability to deal with challenges in a positive way. 	

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.



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Overview of the School

Ethos

The Nottingham University Samworth Academy has a very clear and distinctive ethos. Our culture is highly aspirant, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We explicitly promote leadership skills and offer a range of opportunities for students to take an active role in developing and improving their school. We have a clear message to guide all students in their daily lives; Work hard, be kind.

Achievement

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our schools within the Torch Academy Gateway Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.

Curriculum

At the Nottingham University Samworth Academy Key Stage 3 students study a two-year programme that covers all the National Curriculum subjects. Students are taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, technology and PE supplement the core curriculum.



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About the School

The Nottingham University Samworth Academy opened in 2009. Primarily serving the residents of Bilborough, the school is housed in a stunning, state-of-the-art building, with excellent resources.

The academy is the product of a partnership between the University of Nottingham and the Samworth Trust.

In November 2013 the Torch Academy Gateway Trust began working with the Nottingham University Samworth Academy Trust to help develop the school further, ensuring the very best outcomes for all its students.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff will be subject to an enhanced DBS check.

The School has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.