BROMLEY BEACON ACADEMY

CANDIDATE PACK

Administrative Assistant/Receptionist



Start date:
ASAP

Location:
Old Homesdale Road, Bromley
BR2 9LJ

LONDON SOUTH EAST ACADEMIES TRUST

BROMLEY BEACON ACADEMY

About Us

Bromley Beacon Academy (BBA) is a member of London South East Academies Trust, a MAT consisting of schools which are a mix of special, alternative and main stream provisions. BBA converted to academy status in February 2016 and is designated as a Social Emotional Mental Health (SEMH) school, located on three sites in the London Borough of Bromley, namely, Midfield (BTAM -KS1), Orpington (BBAO - KS2&3) and Bromley (BBAB - KS4&5) of Bexley.

At the Bromley campus (BBAB), we cater for 14-19 year olds with a focus on embedding core skills in addition to vocational qualifications including, Music, Food Studies, Construction and Motor Bike.



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About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website: LSEAT.co.uk

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Bromley Beacon Academy strives to develop pupils who are responsible and respectful with a strong moral purpose. SMSC supports this development so that our pupils become life-long learners, who play constructive roles as citizens in our diverse and multi-cultural society.

Values

Relationship

Integrity

honesty

Trust

Teamwork

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Job Description

BROMLEY BEACON ACADEMY

Job Title: Administrative Assistant/Receptionist

Salary: H16 to H20 on the LSEAT Harmonised Payscale (dependent on experience)

Hours: 36 hours per week, term time plus INSET days

Reports to: Office Manager

Contract Type: Permanent

About our Vacancy:

We are seeking an organised, welcoming and resilient Administrative Assistant / Receptionist to join our SEMH school. This is a key role at the heart of the school, providing front-line support to pupils, families, staff and external professionals. The successful candidate will be highly organised, approachable and committed to helping create a calm, safe and supportive environment where young people can thrive. As a qualified or willing-to-train First Aider, you will also play an important role in supporting pupil welfare and responding appropriately to medical needs and emergencies. Experience in a school setting is desirable, but most importantly we are looking for someone who is adaptable, professional and passionate about supporting vulnerable children and young people.



Bromley Beacon Academy is an all through Social, Emotional and Mental Health School (SEMH) in Bromley, offering a specialist educational provision to pupils in Key Stages 1 to 5 who have an EHCP or Statement for SEMH as their primary need. The school converted to an academy in February 2016 and joined London South East Academies Trust. London South East Academies Trust, part of the Elevare Group, is a thriving multi-academy Trust consisting of schools offering special, mainstream and alternative provision.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.

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Job Description

Job Purpose

To provide a welcoming, professional and efficient reception and administrative service for the school. The postholder will be the first point of contact for pupils, parents, visitors and external agencies, supporting the smooth day-to-day operation of the school while maintaining confidentiality and safeguarding requirements.

Working within an SEMH environment, the Administrative Assistant / Receptionist will contribute to creating a calm, supportive and positive atmosphere for pupils who may experience social, emotional and mental health difficulties.



Safeguarding Statement

- The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check and satisfactory pre-employment checks in line with Keeping Children Safe in Education (KCSIE) guidance.

Equal Opportunities Statement

- The school is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership status, pregnancy or maternity.

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Key Responsibilities

Reception Duties

- Act as the first point of contact for all visitors, parents, carers and external professionals.
- Manage the main reception area and ensure visitors are appropriately welcomed and supervised.
- Answer telephone calls promptly and professionally, taking messages and responding to enquiries where appropriate.
- Maintain visitor sign-in procedures, issuing passes in line with safeguarding requirements.
- Handle incoming and outgoing post and deliveries.
- Ensure reception and waiting areas are tidy, welcoming and presentable at all times.

Administrative Support

- Provide general administrative support to school leaders and staff.
- Maintain accurate pupil records using the school's Management Information System (MIS).
- Produce letters, reports, attendance documentation, newsletters and other school communications.
- Support the organisation of school events, meetings and appointments.
- Assist with filing, photocopying, scanning, data entry and record keeping.
- Maintain office supplies and place orders as required.

Attendance and Pupil Information

- Assist with daily attendance procedures.
- Monitor and record pupil attendance and absence information.
- Contact parents and carers regarding absences in accordance with school procedures.
- Maintain accurate attendance records and produce reports when required.
- Support admissions and pupil transition processes as directed.

Communication and Liaison

- Communicate effectively with parents, carers, local authorities, transport providers and external agencies.
- Support arrangements for meetings involving parents, professionals and multi-agency teams.
- Maintain professional relationships with stakeholders while preserving confidentiality.

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Safeguarding and Welfare

- Follow all safeguarding, child protection and health and safety procedures.
- Report concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Understand the additional vulnerabilities often experienced by pupils within an SEMH setting.
- Assist in managing the welfare needs of pupils who may present with emotional distress or dysregulated behaviour.
- Provide first aid to pupils, staff and visitors in accordance with school procedures and training received.
- Maintain accurate records of first aid incidents and treatment administered.
- Liaise with parents/carers regarding accidents, illnesses and welfare concerns where required.
- Support the management and administration of pupils' medical needs, including medication procedures in line with school policies.

General Duties

- Uphold the ethos and values of the school.
- Participate in relevant training and professional development.
- Attend meetings as required.
- Undertake any other duties commensurate with the grade and nature of the post.

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General Requirements:

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time.

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Person Specification

Qualifications	Essential	Desireable
GCSE Grade C/4 or above in English and Mathematics (or equivalent)	√	
Relevant administrative qualification or equivalent experience	√	
·Current First Aid at Work, Emergency First Aid at Work, or Paediatric First Aid qualification, or willingness to undertake training upon appointment	√	
Experience	**Essential**	**Desireable**
Experience of working in a busy administrative or reception environment	√	
Experience of dealing with members of the public, including challenging situations	√	
Experience of using Microsoft Office applications, including Word, Excel, Outlook and Teams	√	
Experience of maintaining accurate records and handling confidential information	√	
Experience of working in a school or educational setting		√

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Person Specification

Experience of using school management systems such as Arbor, Bromcom or SIMS		√
Experience of working with vulnerable children or young people		√
Knowledge and Skills	**Essential**	**Desireable**
Excellent communication and interpersonal skills	√	
Strong organisational and time-management skills	√	
Ability to remain calm and professional under pressure	√	
High levels of accuracy and attention to detail	√	
Ability to prioritise workload and meet deadlines	√	
Ability to work independently and as part of a team	√	
Understanding of confidentiality, GDPR and data protection requirements	√	
Commitment to safeguarding and promoting the welfare of children and young people	√	

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Person Specification

Knowledge of basic first aid procedures and willingness to act as a designated first aider	√	
Ability to remain calm and respond appropriately in medical emergencies	√	
Personal Qualities	**Essential**	**Desireable**
Friendly, approachable and professional manner	√	
Resilient and adaptable	√	
Patient and empathetic approach to pupils and families	√	
Positive attitude and strong work ethic	√	
Commitment to inclusion and supporting pupils with SEMH needs	√	

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What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page here.



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