



Receptionist
Information Pack

Dear Candidate,

Thank you for your interest in the role of Receptionist at Oasis Academy Sholing. We are excited about the possibility of you joining us as we continue our journey of "Striving for Excellence" (SFX).

Our school community is close-knit, and we pride ourselves on offering a supportive environment where staff feel motivated and empowered. Strong relationships are at the heart of everything we do, ensuring that both students and staff thrive. We are committed to providing continued professional development for all staff, enabling everyone to grow their skills and realise their potential.

At Oasis Academy Sholing, we believe every student, regardless of their starting point or background, deserves an exceptional education. Our mission is to ensure that every young person reaches their full potential and receives nothing less than the best education we can offer.

As part of our team, you will be encouraged to pursue your own personal development, as we place great value on nurturing ambition and supporting growth at all levels.

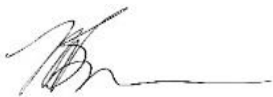
I truly hope you will consider taking the next step in your career with us. This position offers a wealth of opportunities for further professional advancement, and I am confident you will find it both challenging and rewarding.

Education is in a pivotal moment, and despite the increasing demands, it remains one of the most fulfilling and impactful professions. I believe that joining Oasis Academy Sholing will provide you with the chance to contribute to our continued success.

If you would like to discuss the role or take a tour of the academy, please feel free to reach out to our HR Officer, Louise Austin, at recruitment@oasissholing.org.

We look forward to hearing from you.

Kind regards,



Martin Brown
Principal



About us



Oasis Academy Sholing, located in East Southampton, Hampshire, has a rich and evolving history. Originally founded as Sholing Middle Road Girls' School between 1910 and 1912, the school has undergone various transformations over the years. The original buildings, which housed a boys' school, were repurposed for the girls' school during the early 20th century, with further alterations made between 1914 and 1920. By 1938, the school had become known as Middle Road Senior Girls' School, Sholing, and by 1954, it was renamed Sholing (Middle Road) Secondary Girls' School.

During World War II, the school temporarily relocated its students to nearby facilities such as Merry Oak Boys' School and St. Monica Road Boys' School. In the early 2000s, the school transitioned to become The Sholing Technology College in 2003, focusing on technology as a specialist subject. Despite this change, it remained an all-girls' institution, and by 2006, it had a student body of 999 girls.

A major shift occurred in September 2018, when the school joined Oasis Academy Trust, becoming Oasis Academy Sholing. Oasis Academy Trust, established in 2004, is an educational charity dedicated to improving the lives of children and young people by creating and managing academies across the country. As part of this wider network, Oasis Academy Sholing continues to contribute to the vision of transforming lives and communities. Today, Oasis Academy Sholing serves children aged 11 to 16 years and is committed to providing high-quality education, with a strong focus on community and individual development.





Our offer to you

Integrated training & development opportunities

As our curriculum and tech evolve, so do we! We are all about helping our team grow, whether it is through external certification courses, internal development programs, or training days. If you are looking to take your career in a new direction, we've got your back with plenty of opportunities to learn and level up. With our training packages and clear staffing structure, there's a straightforward path for career progression within Oasis.

Support and sharing best practice

Through ongoing support from our National Lead Practitioners, Best Practice Academies, Regional Directors and Monitoring and Standards Team, our academies continually progress and innovate learning for both students and staff alike.

Free Support Service

As part of the Oasis team, you'll also have access to a free, confidential counselling service whenever you need it.

Health Scheme

We're excited to be part of the Health Shield Cash Plan Scheme, which means our team can opt in for just a small monthly fee and enjoy great benefits, including:

- Money back for everyday healthcare like dental, optical, physiotherapy, and chiropody
- 24/7 GP access over the phone at a time that works for you
- Direct access to a qualified physiotherapist
- A 24/7 helpline offering advice and support on everything from family matters, stress, and bereavement, to legal info, tax, and money management
- An online rewards portal full of exclusive discounts, deals, and cashback on everything from groceries to travel and dining.

Plus, children up to 21 living at home and studying full-time are covered at no extra cost!



Dear Candidate

Thank you for your interest in the position of Receptionist at Oasis Academy Sholing.

I hope you find the information pack helpful. If you feel that that this is a post that you would like to apply for, please submit your application online by visiting our website. From there, you will be directed to the OCL jobs board where you can submit your application. There is also the facility to download an application form, and you can return it using the following email address: recruitment@oasissholing.org.

The closing deadline for applications is no later than **Thursday 27th March at midday**.

Candidates should be aware we will seek references for shortlisted candidates for Academy based positions and may approach previous employers for information to verify experience or qualifications before interview. Please ensure you provide the name, address, and status of two referees, one of whom should be your current direct manager.

Interview date will be Wednesday 2nd April 2025. If you do not hear from us by close on business on Thursday 27th March 2025 you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply, please see our website www.oasisacademysholing.org, or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

For a more detailed discussion of the role of Receptionist, please contact our Operations Manager, Mrs Julie Hughdie at Julie.Hughdie@oasissholing.org.

I wish you well and thank you once again for your interest in what we know will be a satisfying and rewarding post.

Yours sincerely

Louise Austin

Louise Austin
HR Officer

Receptionist

Job Description



POST:	Receptionist
START DATE:	In arrangement with successful candidate
RESPONSIBLE TO:	Operations Manager
SALARY:	OCL scale 5, SCP4 to SCP8 (FTE £24,404 - £25,992) Actual £20,991.19 - £22,357.12
LOCATION:	Oasis Academy Sholing, Southampton
WORKING PATTERN:	Full Time, Permanent (08:00-16:00 Monday-Friday term time only)
DISCLOSURE LEVEL:	Enhanced

The Applicant will:

- Welcome visitors to the Academy, ensuring that all relevant security and signing in procedures are followed.
- Answer the telephone in a professional manner, routing all calls accurately and taking concise accurate messages.
- Open and distribute incoming post.
- Provide refreshments to visitors if required.
- Manage office inbox, ensuring that all received emails are dealt with promptly.
- Undertake a variety of basic clerical duties to support other members of the team. This may include; photocopying, collating, distributing documents, filing and basic record keeping.
- Carry out any other reasonable duty as required by the Operations Manager and the Principal.
- Provide high quality communication to students and parents through the effective use of BromCom/MCAS.

Job Description

continued...



Supporting the Academy

- To support the aims, values and policies of the Academy and participate in a team approach to all aspects of the Academy.
- To attend and contribute to regular staff meetings and in service training and identify personal development needs.
- To comply with all policies, procedures and working practices relating to safeguarding young people (child protection), health and safety, confidentiality and data protection.

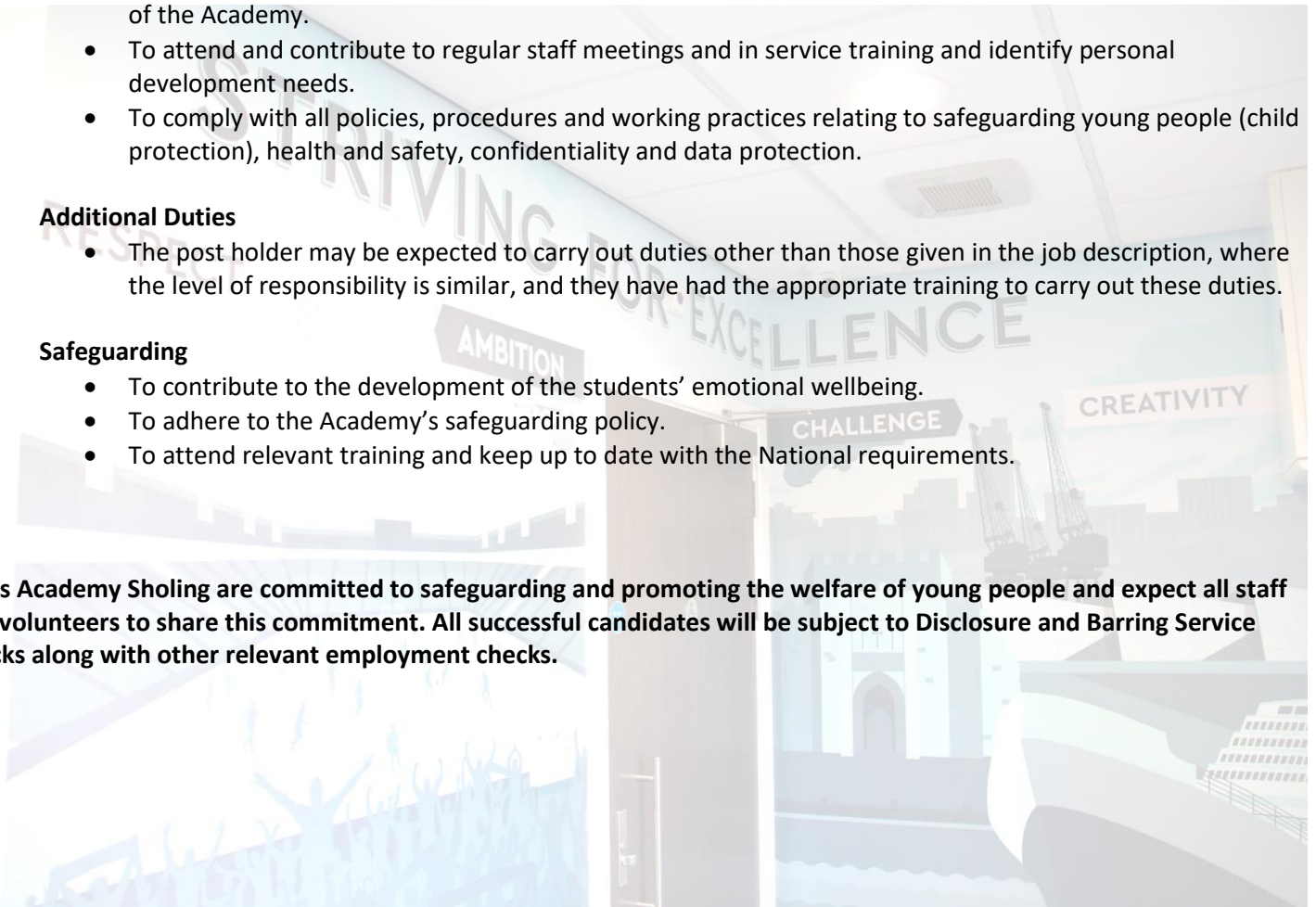
Additional Duties

- The post holder may be expected to carry out duties other than those given in the job description, where the level of responsibility is similar, and they have had the appropriate training to carry out these duties.

Safeguarding

- To contribute to the development of the students' emotional wellbeing.
- To adhere to the Academy's safeguarding policy.
- To attend relevant training and keep up to date with the National requirements.

Oasis Academy Sholing are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Person Specification

ESSENTIAL

DESIRABLE

Qualifications

Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience

Appropriate academic qualifications to at least GCSE grade A*-C / 9-4 standard in English and Maths

Knowledge

Previous experience of reception duties

Previous experience of reception duties within a school setting

Practical experience of administrative processes; including ordering, record keeping, correspondence, handling face to face and telephone enquiries

Approved First Aid qualification and knowledge of First Aid procedures

Skills

Good interpersonal skills

Basic clerical support

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Experience working with public, students, community environment or customer focused environment

Good written and verbal communication skills

Understanding of key safeguarding issues and procedures across the school

Enthusiastic and efficient team player, able to work co-operatively with colleagues

Experience in working with and or caring for children of a relevant age

Ability to manage and prioritise workloads

Ability to work in an environment which requires a high level of confidentiality

Ability to remain calm in all situations

Commitments

Commitment to safeguarding and promoting the welfare of children and young people

Willingness to undergo appropriate checks, including enhanced DBS checks

Energy, enthusiasm and flexibility

Resilience and a positive outlook on life

Motivation to work with children and young people

Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
 - Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
 - Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
 - Where appropriate any documentation evidencing a change of name
 - Documents confirming any educational or professional qualifications that are necessary or relevant for the post.
- Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

If you have an enquiry, please contact the Academy Office at:

Oasis Academy Sholing
Middle Road
Southampton
SO19 8PH

Reception is open Monday to Thursday 8:00am – 4:00pm, Friday 8:00am – 3:30pm

Tel: 023 8044 8861



