



Receptionist

December 2024

Job Post Details

Job Title: Receptionist

Reporting to: Administration Manager

Location: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Salary: Grade 2 /Scale Point 2 (FTE £23656, pro rata)

Contract:

Full Time, Permanent

Monday-Friday 8.30am until 4pm

CAPA College Term Time + 10 Days

Closing Date: Sunday 8th December

Interview Date: w/c 9th December (you will be shortlisted on 9th December and asked to interview on another date in the same week)

Start Date: 6th January 2025 (or as soon as possible following this date)

Overall Purpose of the Post:

CAPA College are looking to appoint an experienced and enthusiastic Receptionist with strong communication skills to join their team.

On a day to-day basis, the Receptionist is responsible for being 'the face' of CAPA College – welcoming visitors, staff and students and answering telephone and email enquiries.

The Receptionist will also support with general administrative duties to enable CAPA College to operate effectively, efficiently and compliantly.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

About Us

CAPA College (Creative and Performing Arts College) is one of the most exciting and innovative education providers in the North of England. Every year students from across Yorkshire and beyond flock to our corner of Wakefield to pursue their dreams of becoming the next Hollywood star, Oscar-winning filmmaker, director, choreographer, entrepreneur or creative.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. Over two years of full-time study students (aged 16-19) achieve the equivalent of four A Levels, a portfolio packed with transferrable skills and all of the performance experience they need to progress to the top universities, leading national and international Arts conservatoires and professional Arts careers.

Students are enrolled on five distinct pathways: Musical Theatre: Performing Arts; Dance: Contemporary and Commercial; Drama: Stage and Screen; Film and TV Making; and Production Arts: Technical and Creative Theatre.

Since opening our doors as Wakefield's first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England.

- Ofsted 'Outstanding' (January 2022)
- 100% A*-C results (August 2024)
- Top 1% of all post-16 providers nationally for student progress
- Awards and accolades from the National Theatre, BBC, Sky TV, Arts Council England, One Dance UK, Sixth Form Colleges Association
- Graduates go on to study at the BEST universities and conservatoires including RADA, LAMDA, Arts Educational School, Rambert School, Guildford School of Acting, The Place, Trinity Laban, Urdang, Mountview and Royal Central School of Speech and Drama
- An alumnus in almost every major West End show
- Heavily oversubscribed with almost 6 applicants for every place
- The ONLY non-fee-paying, specialist Creative and Performing Arts College of this kind in Yorkshire or the North East

This is an exciting opportunity to join our award-winning team as we prepare to implement the next major stage of our development.

Would you like to be part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have a drive to succeed? Then we would love to hear from you.

Job Description

Accountability – Specific

Organisation:

- Undertake reception duties, dealing with telephone, email and face to face enquiries positively, professionally and efficiently
- Welcome and sign in visitors with courtesy and hospitality following all safeguarding and security protocols
- Welcome staff and students and overseeing them signing in/out

Administration:

- Undertake general administrative support for the college including (but not exclusive to) admissions, enrolments, trips and events, student and staff administration
- Support with accurate recording and monitoring of student attendance
- Support with box office administration
- Maintain manual and computerised records including filing duties

Resources:

- Operate office equipment e.g. photocopier, computer

Accountability – Generic

- Serve as a role model based on high standards and professional conduct.
- To present the best possible image of the College in general, and in particular, in all contact and communications with the public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection always, reporting all concerns to the appropriate person.
- To comply with the College's Staff Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of students and regarding Child Protection procedures.
- Be aware of the responsibility for Personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by the Principal.
- Carry out such duties as may be assigned by the Principal. in accordance with the changing needs of the organisation.
- To support College activities such as performances, Open Days (some of which will take place on evenings and weekends).
- Participate in the College's staff appraisal system

Person Specification

We are looking for candidates who can:

- Promote the highest standards of the CAPA College ethos in all face to face, telephone and email communications
- Ensure a friendly, helpful and calm welcome to all attending CAPA College whilst always ensuring that safeguarding and security protocols are followed
- Contribute to the administrative functions of CAPA College providing efficient and accurate support

We are looking for candidates who:

- Are highly efficient and organised with always ensure attention to detail
- Will thrive as working as part of a team but with the ability to work independently
- Have excellent interpersonal skills, thrive under pressure and embrace change and innovation
- Enjoy working in a fast-paced, vibrant and highly creative environment
- Have a can-do positive approach to their work

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Teacher of Mathematics will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal.

In return, we will offer you:

- An opportunity to make your mark in an Outstanding new Arts focused post 16 provision
- A professional and supportive team
- A personalised approach to continuing professional development
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos
- Automatic enrolment into the Local Government Pension Scheme
- Access to a Private Health and Wellbeing Package

Person Specification

Essential Desirable		
Qualifications/Training		
Level 2 Numeracy/ Literacy skills/ GCSE Maths/English or willingness to work towards	Y	
Support Work in Schools (SWiS) Level 2		Y
Knowledge		
Good Numeracy/ Literacy Skills	Y	
Good understanding and ability with Microsoft Office suite (Word, Excel, Teams) or willingness to develop skills		Y
Keyboard/computer skills	Y	
Willing to participate in development and training opportunities	Y	
Effective communications skills – verbal and written	Y	
Experience		
General clerical/administrative work		Y
Customer service or reception work		Y
Competencies and Other Skills		
Ability to relate well to children and adults	Y	
Work constructively as part of a team, understanding college roles and responsibilities and your own position within these	Y	

How to Apply

Applications can be downloaded from our website and should be sent with a covering letter to:

- Email: recruitment@capacollege.co.uk
- Post: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be subject to an **Enhanced DBS Check** and the following pre-employment and safeguarding checks:

- Evidence of Right to Work in the U.K
- Two satisfactory references
- Confirmation of medical fitness for employment

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time.

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