



Frederick Bremer School

Inclusive | Ambitious | Innovative



Receptionist and Administrator

(fixed term until July 2026 in the first instance)

Salary: Scale 4 (Outer London Weighting)

Pupil Roll: 900

Pupil Age range: 11-16 yrs.

Co - Educational

Completed application forms should be returned or emailed to recruitment@bremer.waltham.sch.uk

‘BE THE BEST YOU CAN BE’

WELCOME TO

FREDERICK BREMER

Dear Colleague,

Thank you for taking the time to apply for a position at our vibrant community school. This information pack will provide you with key information to support your application and your understanding of what makes Frederick Bremer School so unique.

Frederick Bremer School is a creative and supportive school where all staff and pupils are inspired to be 'the very best they can be'. The school is truly a community school, we are a microcosm of the area and are representative of the diversity of our area. Everyone is welcome and included at Bremer. We are an SEN 'magnet' school - around 10% of our school population have EHCPs and these pupils are fully included in the mainstream of the school.

As a teacher at Frederick Bremer, you will be highly skilled in being able to adapt your teaching to meet the needs of a range of pupil needs. This is a school where teaching, and talking about teaching, is at the heart of our practice. We run an extensive training programme to develop all teachers, including opportunities for coaching and mentoring. All teachers (including all Senior Leaders) are expected to be outstanding teachers, and to be highly motivated in developing their pedagogy. To support teachers with this, we offer a lower than average teaching contact time - with no teacher having more than 0.8 contact time, and significantly lower for ECTs and those with leadership responsibilities. We recognise that teachers need time to be great.

We are judged as a good school across all areas and our SEND provision is outstanding. Our vision and values are central to our practice, and you will need to share our commitment to ensure every pupil is not only academically successful but is also equipped with the skills, qualities and attributes to be a successful 21st century citizen.

Equality and diversity are at heart of Frederick Bremer's ethos and values. This is embodied in our curriculum, behaviour policy, pastoral provision and across all areas of the school. Our pupils and staff represent a diverse community and we value and respect everyone's identity. We also promote inclusivity at the heart of our work, and have active LGBTQ groups, equality groups and provide space for issues led teaching. This is a school where we want pupils to become the individuals that 'they want to be'.

The well-being of staff and pupils has been central to our school's strategic planning. We recognise that we are 'humans first and professionals second'. Our pupils study an extensive well-being curriculum primarily taught through our tutoring programme and we follow a trauma informed approach to behaviour. This means we actively cultivate a climate where pupils feel safe so that they can achieve in their learning - a high challenge, low threat culture.

Our high quality professional development programme caters for staff through every stage of their career and a significant number of our staff have successfully developed into middle and senior leadership roles. We are proud of our high rates of staff retention and the consistently positive feedback we receive from staff feedback.

Our pupils are a pleasure to work with; they are ambitious for themselves and their community and we are on an exciting journey of continuous improvement towards excellence. This is an excellent opportunity for a committed and ambitious individual to make a significant contribution to this journey.

We have a very supportive staff and Governing Body and great parents. If you are looking to join a successful school with a clear moral purpose, while also developing your skills as an outstanding professional, then this will be a rewarding opportunity for you. We look forward to receiving your application.



Jenny Smith

Headteacher



@frederickbremersch
www.bremer.org.uk

WORKING AT FREDERICK BREMER

DIVERSITY AND EQUALITY

Our diverse staff reflects the religious and ethnic variety of our community, ensuring inclusive policies for all stakeholders. We value and respect everyone's identity, in line with our commitment to the 2010 Equalities Act. We offer gender-neutral toilets and uniforms, and we're proud recipients of the Stonewall Bronze award for our work in LGBTQ+ equality and combating school based homophobia and transphobia.

PROFESSIONAL DEVELOPMENT

Our tailored professional development supports staff at every career stage, with bespoke in-house programmes in coaching, leadership development, and NQT/Teach First/School's Direct. We also benefit from high-quality training within the Haringey Education Partnership. Known for excellent support and development, many of our trainees and early-career teachers have advanced to middle and senior leadership positions.

OUTSTANDING SEN AND AUTISM PROVISION

Our SEN and Autism Provision, acclaimed in Waltham Forest, has been rated outstanding by external reviews. We cater to pupils with visual impairments and significant mobility restrictions. Supported by skilled Teaching Assistants, SEN pupils are fully included in mainstream lessons. The SEN provision is a vibrant, nurturing hub during lunch, breaks, and before and after school.

WELL-BEING

At Frederick Bremer, staff and pupil well-being is a top priority. We recognise and reward the hard work and dedication of our staff. All pupils participate in a weekly well-being curriculum, delivered by all staff members.

Staff benefit from a school culture which supports staff well being. We offer extensive well being support and access to proactive strategies to enable staff to stay well and happy in their work. This includes a maximum 80% teaching contact time.

CURIOUS AND TALENTED PUPILS

We cultivate critical thinking in our pupils, encouraging them to challenge stereotypes and misconceptions. Our students have a strong sense of social justice and have been finalists in the Jack Petchey Speak Out Challenge. We boast some of the borough's most talented musicians, who regularly perform at prestigious London venues. Our annual school production celebrates student talent and fosters strong connections to our school values

FLEXIBLE AND PART-TIME WORK ARRANGEMENTS

We understand the challenges of being a working parent/carer. We are open to requests for part-time and flexible working arrangements and do our best to accommodate requests

ABOUT FREDERICK BREMER SCHOOL

Ofsted June 2024



"Pupils feel they really can be themselves at school. Social inclusion is at the heart of this community. Leaders and staff expect every pupil, including those with special educational needs and/or disabilities (SEND) and those who are neurodivergent, to engage fully with school life."

"This is a happy school. Pupils, parents and carers recommend it unreservedly. They value its creative ethos and enrichment opportunities. In line with the school motto, pupils strive to be 'the best they can be'."

"The school is well led and managed. Staff enjoy working here. They feel trusted and supported, and they benefit from fulfilling professional development. Leaders constantly check on staff well-being and make appropriate adjustments to reduce workload."

Frederick Bremer School is a vibrant and diverse community school located in Walthamstow. Our commitment to excellence is demonstrated by our recent 2024 Ofsted visit, where we received a good rating, highlighting our continuous improvement and dedication to high-quality education.

Frederick Bremer School is a creative and nurturing environment where all staff and pupils are inspired to be 'the very best they can be.' Our vision and values are central to our practice, focusing on equipping every pupil with the skills, qualities, and attributes needed to be successful 21st-century citizens.

Our school is truly representative of the local Walthamstow community. With no ethnic group making up more than 18% of the school population and over 50% of pupils eligible for Pupil Premium, we celebrate and embrace our diversity. Although we have two-thirds boys to girls due to the impact of three girls' schools in the Authority, girls thrive both academically and socially at our school.

Frederick Bremer School is a values-driven community school. We believe that positive human relationships are the key driver for individual and collective success. Therefore, we are deliberately cultivating our school culture to create a climate of 'high challenge, low threat'—where great teaching can enable pupils to learn and improve in an atmosphere of safety and kindness, and with a belief that we all have potential to fulfill. We are building on our heritage and culture to unlock the potential for greatness for our Generation Alpha pupils.

Professional Development and Opportunities

We are always looking for ambitious individuals who share our vision and values. We offer various professional development routes for all staff, including teaching, SEND support, admin, finance, or HR. Many of our staff have secured promotions into more senior positions within the school.

We particularly welcome applications from black and minority candidates to better represent our community. Flexible working opportunities are also available, reflecting our commitment to diversity and inclusion.

Frederick Bremer School is a great place to work and develop as a professional within education. Join us in our mission to inspire every young person to become 'the very best they can be.'

OUR VALUES:

INCLUSIVE

WE ALL BELONG

INNOVATIVE

WE ARE ALL CURIOUS AND CREATIVE

AMBITIOUS

WE ALL CAN SUCCEED

ADDITIONAL DOCUMENTS TO CONSIDER

- [Senior Leadership Team – Roles & Responsibilities](#)
- [School Term Dates](#)
- [Reason's to work for us](#)
- [Safeguarding Summary](#)
- [Policies](#)
- [Equality Statement](#)
- [Newsletters](#)



@frederickbremersch
www.bremer.org.uk

ABOUT THE POST

Do you believe every child deserves the very best education? Are you creative, enthusiastic, energetic and a committed team player? If so, we have the position for you! We are seeking an outstanding teacher of **Receptionist and Administrator** to join our team to inspire and engage our pupils to **'be the best they can be'**.

We are seeking to appoint a highly efficient, professional, and courteous Receptionist and Administrator to join our Administration team. As the first point of contact for pupils, parents, staff, and visitors, the successful candidate will play a key role in upholding the welcoming and professional image of the school. The ideal candidate will demonstrate the ability to remain calm under pressure, effectively manage multiple priorities, and meet tight deadlines with accuracy and composure. This role requires excellent organisational skills, a high level of self-motivation, and the ability to work both independently and as part of a supportive administrative team. Key responsibilities include managing the visitor sign-in process in line with the school's safeguarding protocols, maintaining confidentiality at all times, and using the school's Management Information System (SIMS) to support day-to-day administrative functions.

This role will be fixed term until July 2026 in the first instance.

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THE APPLICATION PROCESS

We look forward to receiving your application by the deadline of **9am Monday 16th June 2025**. **Interviews will be held week commencing the 16th of June 2025**. Please note that we reserve the right to interview before the closing date.

This should be:

- A completed application form which includes supporting statement of no more than 2 A4 sides outlining how you meet the person specification and your suitability for this role. CV's will not be considered.

Forms should be returned or emailed to **recruitment@bremer.waltham.sch.uk**

If you have been shortlisted by the interview panel, you will be contacted by email to attend an interview, together with information about the interview process and any other documents you will be required to bring.

For more information or if you would like to visit the school prior to interview, please contact the email above.

Please note that the school reserves the right to carry out online checks, such as; Social Media Accounts

THE SELECTION PROCESS

Please ensure that you have read the job description and person specification for this post before application.

Applicants will be shortlisted if they demonstrate that they have met the person specification and demonstrate through the application that they have the ability to meet the job description.

The selection process will include (but is not limited to):

- skill assessments
- a full panel interview

The panel reserve the right not to appoint. Please note that we don't negotiate on salary. The school supports flexible working, so please discuss with the Headteacher if you would like to consider a flexible working pattern or part-time employment.

Job Description

<u>Job Title:</u> Receptionist and Administrator	Salary range: Scale 4 (Point 7 – 11) - Outer London Weighting FTE £29,346 - £31,074 <i>Final salary dependant on hours and weeks worked</i>	Working pattern: Term Time plus 5 days Monday to Friday Opt 1: 7:30am – 3:30pm OR Opt 2: 7:30am – 2:30pm Fixed Term to July 2026 <i>Please indicate which option you would prefer on your application</i>
Line managing (direct): None	Reporting to: Operation & Exams Manager	
<u>Job Purpose:</u> This post is responsible for: an efficient and courteous reception service providing general administrative support for attendance and exams tasks as directed establishing and maintaining a supportive and ethical relationship with stakeholders, building trust		
Specific Responsibilities - to ensure the School becomes high performing across all strands by:		
Reception Support	<ul style="list-style-type: none">• Processing telephone calls, emails and messages received via School Gateway; ensuring appropriate action is taken.• Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.• Operating standard office equipment, e.g. franking machine and photocopier• Organising external post.• Ensuring all visitors sign in and are escorted into the school by the appropriate member of staff.• Administering and programming the school’s entry system; producing swipe cards, reports and informing line manager of any technical problems• Administering the coloured lanyard system and report any queries to the School Business Manager or Safeguarding Lead• Uploading photos of staff and pupils to SIMs when required• Supporting whole school events such as open evenings.• Undertaking word processing of documentation (letters, reports, memos etc)• Inputting pupil information onto SIMs and to extract information as instructed.• Responding to routine correspondence from standardised information e.g. acknowledgements and requests for routine information.• Managing the electronic room bookings system and liaise with Equans when necessary.• Undertaking ad hoc administrative tasks	
Attendance	<ul style="list-style-type: none">• Ensuring that school registration systems are correctly administered and report on the quality of the registers.• Collating, maintaining and updating attendance data using agreed systems. This includes updating student information and the once yearly collection of student folders of new admission students.• Collating information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform school, other external agencies and parents.• Assisting with the identification of students who will receive support in improving their attendance record• Administering and organising the process for new entrants to the school. Including initial meetings with parents, setting up tests and gathering paperwork and files from other schools.• Liaising with other schools when our pupils move, including sending on files and updating details on SIMs.• Responsible for organising a daily check on children at risk of truancing and initiate and carry out periodical post-registration truancy checks.• Liaising with the Pastoral and Safeguarding Teams to target groups of students using regular attendance checks• Liaising with the designated staff for child protection in school and dealing appropriately with child protection issues, reporting concerns to the appropriate person.	
Exams	<ul style="list-style-type: none">• Assisting the Exams Officer with the management and coordination of the of examinations for the school• Liaising with senior leaders regarding the organisation of examinations, pupils’ discipline during examinations and any issues related to pupil conduct relevant to examinations.• Assisting with the submission of entries for external examinations to awarding bodies in advance of deadlines• Supporting with the receipt, checking and sorting of examination papers and organising resources as necessary• Ensuring the security of exam and test papers, including the safe dispatch of completed scripts and other materials to the examination boards and QCA. Ensuring that exam regulation is adhered to and that the school is compliant.• Assisting with presenting relevant exam information and printouts to pupils and parents via lessons, assemblies, printouts and parents’ evenings and to assist with the distribution of results to pupils on result publication day.• Inputting base data using SIMS Examination Module• Organising rooming and seating using SIMS Examination Module• Liaising with Additional Needs Department to ensure exam access arrangements are met for examinations• Supporting with ensuring there is a full complement of trained exam invigilators and managing the work of other staff who are deployed during the exam season• Supporting with planning and creating the invigilation timetable• Distributing results to pupils on result publication day and the issuing of certificates	
Other	<ul style="list-style-type: none">• Complying with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.• Being aware of and support difference and ensure equal opportunities for all.• Contributing to the overall ethos/work/aims of the school.• Establishing constructive relationships and communicate with other agencies/professionals.• Attending and participating in regular meetings.• Participating in training and other learning activities and performance development as required.• Recognising own strengths and areas of expertise and use these to advise and support others.• To have an up-to-date Enhanced DBS Clearance.• To adhere to the staff professional code of conduct.• Carrying out other duties which the Headteacher may request.	
<i>The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.</i>		

PERSON SPECIFICATION

Experience of	
working on reception or in customer service	E
working in a school environment	D
Qualification, training and skills	
GCSE English and Maths (A-C, 4-9) or equivalent	E
Good level of ICT skills Excellent telephone manner	E E
Good level of planning and organisational skills	E
Evidence of recent professional development	E
Communication and personal skills	
A liking for young people and a sense of fairness. Ability to form good working relationships with colleagues and pupils Excellent oral, written and interpersonal skills	E E E
Ability to keep calm under pressure	E
Ability to work well as part of a team as well as being self-motivated	E
Enthusiasm and positive outlook	E
Reliability, honesty and trustworthiness, demonstrating the highest professional standards	E
An excellent health, punctuality and attendance record	E
Awareness of Equal Opportunities issues, and active support for an egalitarian community	E
An understanding of child protection and safeguarding	E
Committed to continuous improvement	E

E – Essential
D – Desirable

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.