



St. Edmund's Girls' School Salisbury



Wyvern College

APPLICATION PACK



RECEPTIONIST

required from 3rd September 2018

Headteacher: Nicola Bull

The Wyvern and St Edmund's Learning Campus,

Church Road, Laverstock, Salisbury,

Wiltshire,

SP1 1RD

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St Edmund's Girls' School is part of Magna Learning Partnership





'Inspired to Achieve'

NBL/CCK

14.6.18

Dear Applicant

RECEPTIONIST

- We require a temporary Receptionist for a fixed period
- This role commences on 3rd September 2018 and ends on 31st August 2019.
- Term time only; 5.26 weeks of the school holidays are paid.
- 36 and a quarter hours per week- 0745 to 1530 Monday to Friday including 30 minutes unpaid lunch break.
- Salary: APT&C Grade C Point 10 (£8.74 per hour)
- **Closing date for applications: 9.00 a.m. on Wednesday 11th July**

St Edmund's is an over-subscribed academy situated in Laverstock, on the outskirts of the city of Salisbury. We currently have 930 girls on roll and our students achieve well. We are especially proud of our caring but challenging Christian ethos that runs through every aspect of school life. We are ambitious for further improvement; as part of Magna Learning Partnership, a new Multi Academy Trust for Salisbury and the surrounding area, we work with local secondary schools to provide the very best education and care for our young people and their families.

Wyvern is a small, successful 11-16 boys' academy in an outstanding location in Laverstock. Ofsted judged us as Good in 2012 and subsequently we have enjoyed strong academic successes, and importantly with encouraging progress from students' starting points. While we celebrate this success, we are not complacent and always seek new ideas and commitment that will drive standards and teaching and learning ever higher. New staff joining the school can be assured of a warm, supportive environment as well as robust professional challenge.

The St. Edmund's and Wyvern Learning Campus

From September 2018 we believe that together we can offer an even better education to both boys and girls, resulting in higher attainment and progress for all students across

our shared learning campus. Single sex teaching will remain in most classes and tutor groups will similarly comprise either all boys or all girls. Both schools are clearly defined by their Christian ethos as Church of England Schools.

St Edmund's Girls' School and Wyvern College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks. References will be sought on shortlisted candidates before interview.

How to Apply

Please take time to look at the information about St Edmund's and Wyvern College which is on our websites. Should you have any specific queries that are not answered by the information we have provided, then please do not hesitate to contact my PA, Charlotte Crook: email ccrook@st-edmunds.eu telephone 01722 430702.

Please email your application to my PA, email address as above. Remember to include three documents:

1. Application form
2. Equality & Diversity form
3. Letter of Application (no more than 2 sides of A4 paper, please) addressed to me

You may also post your application if you wish.

Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

We look forward to receiving your application.

Yours sincerely



Nicola Bull-Headteacher



St Edmund's School



Trafalgar School



Wyvern College



Sarum Academy

A new Multi Academy Trust : Opened in April 2017

With effect from 1st April 2017 St Edmund's Girls' School became a founder member of Magna Learning Partnership, a multi academy trust with a growing partnership of schools.

Magna Learning Partnership is the employing body rather than individual schools. To all new staff joining any of the schools, therefore, this may afford the professional development opportunity to work in more than one school by mutual agreement.

The schools within Magna Learning Partnership are:

St Edmund's Girls' School in Laverstock, Salisbury

www.st-edmunds.eu

The Trafalgar School at Downton, a co-educational school just south of Salisbury www.trafalgarschool.com

Wyvern College for boys in Laverstock, Salisbury

www.wyverncollege.wilts.sch.uk

Sarum Academy, a co-educational school on the western side of Salisbury

www.sarumacademy2017.org

Offering single sex and mixed education in three educational settings with their own distinctive values and ethos, we work closely as a partnership through our shared vision and high ambitions for our students.

SCHOOL SUPPORT STAFF JOB PROFILE

Reference: SCH043

Job Title: School Receptionist (Grade C)

Main Job Purpose:

Welcoming and directing visitors to the relevant location or person; answering the telephone and taking and passing on messages appropriately.

Main Duties:

1. To welcome all visitors to the school, issue visitor badges and find the relevant location or person.
2. To answer the telephone and direct calls or take and pass on messages as appropriate.
3. To deal with outgoing post, and ensure all incoming deliveries go to the appropriate place.
4. To undertake general word processing of a range of documents in support of the school office.
5. To answer queries from members of staff related to the reception function.
6. To deal with visitor and student enquiries in the first instance. If required and trained, perform first aid where necessary.
7. To designate all lost property to the appropriate place.
8. To liaise with duty staff at break and lunch times.
9. To oversee the work of the duty Student Receptionist.
10. To liaise with tutors to arrange student tour guides as necessary.

Supervision and Management:

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (ie Problem Solving):

The jobholder is occasionally required to use creative skills to resolve problems such as where different calls should best be routed, or who could best assist a visitor.

Key Contacts and Relationships:

Parents	Contact with parents may include phoning and dealing with sensitive situations which may need tact and diplomacy.
Students and visitors	Answering queries
Members of staff	Messages to be relayed
Outside agencies	Contact about appointments

Decision Making:

The jobholder follows procedures and has some discretion over the order in which to carry out their work. The jobholder is expected to resolve routine problems encountered on the job but to seek assistance for anything unusual or difficult. The jobholder makes recommendations to callers regarding an appropriate person for them to speak to.

Resources:

The jobholder is required to use resources with care and may occasionally deal with small amounts of money, but is not normally personally accountable for the accurate handling/security of incoming cash, cheques or other financial resources.

Working Environment:

There is regular background noise eg from students and visitors which is moderately disruptive.

Knowledge and Skills:

The jobholder needs the ability to undertake a range of tasks related to reception/ telephone/office support, involving the application of rules, procedures and techniques. A good standard of practical knowledge and skills, including interpersonal skills on the telephone and face to face, is required. New starters are required to learn and apply a series of procedural rules governing the reception function in the school.