

Recruitment Pack



Receptionist



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144





Receptionist

St. Crispin's School

Headteacher:

Ginny Rhodes

NOR 1281, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Permanent starting September 2022

Starting salary £17,108 to £18,519 (dependant on experience)

37 hours per week Term Time only

Would you like to use your great interpersonal, communication and organisational skills in a diverse role where no two days are the same?

St. Crispin's ethos of "Excellence for All" encapsulates our commitment to do the very best for both students and staff.

Our Receptionist is a key member of the team, being the first point of contact for all visitors to the school. If you are a warm, friendly problem-solver with great attention to detail, strong IT skills and enjoy taking ownership, we would love to hear from you!

Apply now: via our school website www.crispins.co.uk/vacancies

To find out more contact Mel Knight, PA to Headteacher - 0118 978 1144
knightm@crispins.co.uk

Closing date: 9am, 8th July 2022

Interviews: tba

For more information: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





Job Description

Salary

The Circle Trust's Support Staff Pay Scale Grade 4

Terms and conditions

Contract:	Term time + 5 INSET days
Hours per week:	37 hours
Hours of work:	8.30am – 4.30pm Mon - Fri

Aim and main purpose of the job

To take responsibility for the smooth and efficient running of the school's reception and administration to ensure the continued delivery of a high-quality teaching and learning environment for pupils.

Day-to-day running of the visitor and student reception acting as a key administrative contact point for pupils.

General Accountabilities

1. Undertake reception duties, answering general telephone and personal enquiries and signing in visitors.
2. High level of computer literacy (including MS Office 365 applications, School Information Management Systems e.g. Arbor)
3. Provide general clerical/administrative support including: - photocopying, filing, e-mailing, sorting and distributing mail etc.
4. Manage correspondence and prepare more complex documents/forms.
5. Provide administrative assistance to senior staff as required.
6. Manage and run computerised reports, provide lists/information/data as required.
7. Assist with the administration of parent's evenings.



9. Liaise with parents where required.
10. Account for all visitors during fire drills and deputise for Headteacher's PA role during drills.
11. Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
12. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
13. Follow statutory guidance and school policies including child protection, safeguarding and GDPR.
14. Any other duties reasonably required by the Headteacher.

Details of Line Management

This post is line managed by the Business Manager.

Notes

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



About us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of www.thecircletrust.co.uk.

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Policy Statement

To view our Recruitment Privacy Policy visit [St. Crispin's School Recruitment Privacy Policy](#)

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk