

Excellence FOR ALL

Applicant Information Pack:
Receptionist/Administrative Assistant

Closing date: 9am Friday 20th March

Applications can be made by completing the **application form**

To arrange a visit or return completed forms contact
Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



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St. Crispin's
Excellence for all

We are seeking a well-organised, enthusiastic team player who thrives in a fast-paced environment where no two days are ever the same!

Fixed Term (with a view to permanency) l Start Tuesday 14th April l 8.00am to 4.00pm Mon, Tues, Wed, Fri and 8.00am to 3.30pm Thurs l Term time plus 5 INSET days
The Circle Trust Support Pay Scale Grade 4 range £22,608 p.a. actual salary

The successful candidate will play a key role as the first point of contact for all visitors to the school reception as well as having the flexibility to offer administrative support to the main office team. You will be a warm, friendly problem-solver with great attention to detail, and the initiative to take ownership for a variety of tasks.

The role combines a stimulating mix of interaction with a wide range of visitors, students and staff. Experience of working in a busy reception area, ideally in an educational setting, is desirable but not essential.

In return, we offer a warm and welcoming, supportive environment where staff wellbeing is key; we want you to enjoy coming to work and to feel valued in all that you contribute.

If you can work well under pressure, managing several tasks at once, all whilst maintaining a calm approach, we would love to hear from you.

Visits to the school, prior to application, are welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk l Tel: 0118 978 1144
Applications can be made by completing an **application form**

Closing date: Friday 20th March 2025 **l Interview date:** Week commencing Monday 23rd March

Please note, we will be reviewing applications daily and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high 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 wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN) for Year 7	210
NoR	1551
Ofsted	Good (2022)





Headteacher's welcome

Thank you for your interest in the Receptionist/Administrative Assistant position at St Crispin's School. I am delighted to extend a very warm welcome and to share with you a sense of what makes our school such a vibrant, ambitious, and rewarding community to be part of.

St Crispin's is a thriving mixed comprehensive school in Wokingham, and I hope that as you learn more about us, you gain a genuine understanding of our core values and what a special place this is for young people to excel. While this pack provides a helpful insight, I would strongly encourage you to visit us in person. Only by walking our corridors and talking to our students and staff can you truly appreciate what we stand for and the purposeful, supportive atmosphere that defines us.

At the heart of our work is our vision of **"Excellence for all."** We believe that every single student deserves the opportunity to be successful, and our aim is to help each of them become the very best version of themselves. Our students are happy, engaged, and ambitious, and they frequently express how much they value the excellent support they receive from our dedicated team of staff.

We take pride in focusing on the fundamentals of a great education:

- high-quality teaching and learning,
- a safe, disciplined environment, and
- an ethos that nurtures aspiration and personal growth.

While strong academic outcomes are crucial in opening doors for young people, we also place great importance on developing the whole person. We want our students to leave us as confident, respectful, well-rounded individuals who are equipped to thrive in life beyond school.

I am privileged to lead a committed, talented team of professionals who consistently go the extra mile. Our teachers are passionate about their subjects and dedicated to delivering stimulating, engaging lessons. Equally, our support staff work tirelessly to ensure that our students receive the best pastoral care and educational experience possible.

St Crispin's offers a wide range of extra-curricular activities that enable our students to broaden their horizons and pursue new interests outside the classroom. We are proud of the rich opportunities we provide and the positive impact these have on students' confidence, wellbeing, and enjoyment of school.

Thank you once again for considering joining us. If you have any questions or would like to arrange a visit, please contact our main office on **0118 978 1144** or by email at **contact@crispins.co.uk**. We would be delighted to welcome you and to share more about our vision for the future.

Yours sincerely,

Peter Griffiths
Headteacher



Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.

About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust 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.

An introduction to The Circle Trust

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit The Circle Trust website and Family Circle guide.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.







Job description

Salary	**The Circle Trust Support Pay Scale Grade 4 £22,608 p.a. actual salary**		
Contract	**Fixed Term (with a view to permanency) 37 hours per week: 8.00am to 4.00pm Mon, Tues, Wed, Fri and 8.00am to 3.30pm Thurs Term time plus 5 INSET days**	**Start Date**	**April 2026**

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

Specific Accountabilities:

- Undertake reception duties, answering general telephone and personal enquiries and signing in visitors.
- Handle all messages received in the school's main email inbox.
- Liaise with parents, where required.
- Assist cover with supply staff DBS checks.
- Manage student runners, supervising and providing guidance with duties.
- Allocate weekly staff duty meal payments.
- Support Head of Year pastoral coordinator with appointment schedules for counsellor appointments.
- Advise external coaching and music teachers with room allocations and student messages.
- Inform Attendance Officer of student absences reported via reception.
- Provide administrative support to SLT as required, including updating the school calendar for the weekly staff bulletin.

General Accountabilities:

- Provide general advice and guidance to all stakeholders – parents, students, staff and others.
- Manage correspondence – photocopying, filing, emailing, sorting and distributing mail etc.
- Support PTA with handling pre-loved uniform sales and queries.

- Appreciate and support the roles of other members if the school team and attend and participate in relevant meetings, as required.
- High level of computer literacy (including MS Office 365 applications)
- To positively represent St. Crispin's School to all stakeholders.
- To follow statutory guidance and school policies, including child protection, safeguarding and GDPR.
- To carry out tasks as reasonably required by the Headteacher.

Details of Line Management:

- The post of Receptionist/Administrative Assistant is line managed by the School Business Manager.
- The post of Receptionist/Administrative has no line management responsibility for other staff.

Notes:

- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of staff are expected to be flexible to ensure the most effective organization and delivery of support to St. Crispin's School.
- 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.

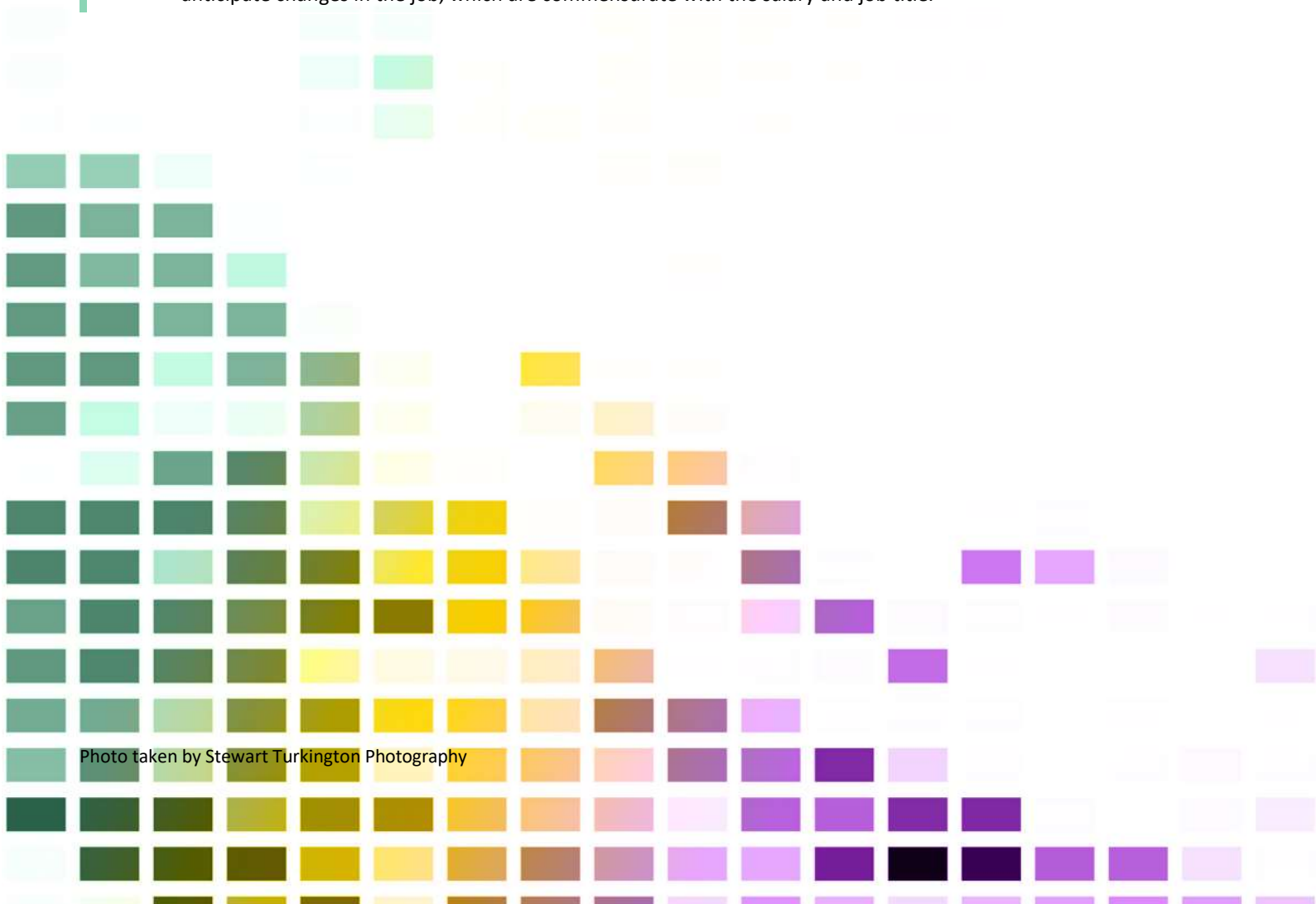


Photo taken by Stewart Turkington Photography



St. Crispin's
Excellence for all

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to St. Crispin's are warmly welcomed. To arrange a visit, please contact Sarah Hales - PA to Headteacher haless@crispins.co.uk or on: 0118 978 1144
Application form	Please complete the **application form**. This is the only form of application that will be accepted. You should ensure that your personal statement is no more than two pages of A4.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunity monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is **9.00am, Friday 20th March.** Applications can be made using our **application form**. Please send your application to Sarah Hales - PA to Headteacher haless@crispins.co.uk or on 0118 978 1144 Applications will be acknowledged by email on the next school day. Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview date	Week commencing Monday 23rd March
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





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www.crispins.co.uk

The Circle Trust

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.