



Saint Joseph's
CATHOLIC SCHOOL

Receptionist

CANDIDATE INFORMATION



Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Receptionist at St Joseph's Catholic School. This is an exciting opportunity to join our dedicated team at a happy and successful school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our good reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

Our 2023 headline figures for Maths and English showed a 10% rise compared to the previous year's results which bucks the national trend.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

If you believe that this is a challenge that you would like to be a part of, I would invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mrs R. Ridley
Headteacher

Key Information

Post: **Receptionist**
Salary Range: **Grade D (£11.98 – £12.38 per hour)**
Responsible To: **School Business Manager**
Contract Type: **Permanent, 25 hours per week
(8.30am–2pm, Mon–Fri, term time only)**

Dates

Application Deadline: **Friday 15th December 2023**
Interviews: **Tuesday 19th December 2023**
Start Date: **ASAP**

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



Responsibilities & Key Tasks for Receptionist

Main job purpose:

To provide support within the reception function of the school.

Main responsibilities:

- To provide a reception service for parents, pupils and staff including sending out letters
- Ensuring all visitors are issued with correct visitor passes
- Answer incoming telephone calls, redirecting or taking messages as necessary
- To locate pupils as necessary, e.g. for immunisations
- To administer first aid and complete the accident book/accident forms, to call an ambulance if required, to attend to students who are unwell and telephone their parents as necessary
- To assist with fire and emergency procedures
- To manage lost property and confiscated items
- Typing correspondence and documents as directed
- Basic data input using SIMS
- Assisting with attendance administration
- Use schoolcomms to contact parents
- To assist with filing, photocopying and scanning of documents
- To deal with outgoing post and distribute incoming mail
- To assist with break and lunch time supervision of pupils if required

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



Person Specification for Receptionist

Criteria	Essential	Desirable	Identified By
Qualifications			
Good educational background including competence in English and maths	✓		Application Form
5 GCSE passes including English and maths		✓	Application Form
Experience			
Good word processing skills	✓		Application Form
Experience of multi-tasking in what can be a pressurised environment at times	✓		Application Form
Experience in a similar role		✓	Application Form
Experience working with young people		✓	Application Form
Knowledge & Skills			
Good communication skills, particularly on the telephone as well as face to face	✓		Application, Interview
Ability to work under pressure	✓		Interview
Competent in the use of technology eg computers, photocopiers	✓		Interview
Current First Aid certificate (or willingness to train)		✓	Application, Interview
Commitments			
Sympathetic to Catholic values	✓		Interview
Committed to safeguarding and promoting the welfare of children	✓		Interview
Personal Qualities			
Clear headed and unflappable when under pressure	✓		Interview
Polite, cheerful and assertive if necessary when dealing with students and members of the public	✓		Interview
Flexibility to work as part of a small team, helping out when required	✓		Interview
Adaptable	✓		Interview
Respects confidentiality	✓		Interview
Level-headed and remains calm under pressure	✓		Interview

About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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Thank you for your interest –
we look forward to hearing
from you soon.

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