

St Philip Howard

CATHOLIC SCHOOL



RECEPTIONIST (part-time)
Recruitment Pack





LIFE AT SPH

Thank you for your interest in the position currently being advertised at St Philip Howard Catholic School (SPH). I would like to take this opportunity to give you a taste of ‘Life at SPH’ to help you decide if this is the right opportunity for you.

SPH is a co-educational 11-18 Catholic comprehensive school, which in April 2017 helped form the Bosco Catholic Education Trust. Bosco CET currently consists of five dynamic, supportive and excelling Catholic schools. The school and Trust’s ethos is based on its Catholic character, with supportive relationships and high standards being central to our work. As a consequence, both students and staff are happy, positive and enjoy their time at school.

Academic standards at SPH are outstanding with students achieving very well at all levels. In recent years (including pre-Covid!) GCSE progress scores have exceeded 0.5 with over 88% of students achieving 5 or more GCSEs at 4+. The pass rate at A Level is always high and usually 100%, with up to 60% of grades being at A*/B. Despite the fact that these results place us in the Top 10% nationally and one of the top schools in Sussex, we have the belief that “getting better never stops!” We are determined to be outstanding in all aspects of our work as a school and pursue this goal relentlessly. There is a great team here at SPH; we are all determined to be the very best we possibly can be and hope that you will be up for this challenge too.

A great deal of emphasis is placed upon enrichment activities at SPH and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities: drama, sport, music, exchanges, days of reflection, Duke of Edinburgh and trips, both nationally and internationally. We would expect you to contribute in some way to this important side of school life should you be successful in your application.

SPH is heavily over-subscribed and is very highly regarded in the local community. Whilst students and staff are well supported, expectations of them are high. We are determined to recruit the very best members of staff and those with great potential, to support and develop them in their roles and prepare them for promotion. That is why we invest heavily in professional development. Our staff are our number one asset and must be cherished if we are to succeed in achieving our goals. Being part of a wider group of schools has afforded staff a wealth of opportunities for training and career progression.

We have a relentless focus on learning and the quality of teaching; under-performance will always be addressed and student outcomes placed at the heart of all we do. We were delighted to be graded as ‘Outstanding’ in every category at both our 2016 and our recent 2021 Ofsted Inspection, and believe this to be great affirmation of what we are trying to achieve. I hope you will take the opportunity to access the report on our school website. As a strategic lead with the Teaching School Hub, we are able to engage with other schools, share best practice and provide school to school support; all things which help to enrich the experience of working at SPH.

The challenge now is to continue to improve and become the best school in the country. Are you the person to help us achieve this goal?

The ideal candidate would be enthusiastic, ambitious and an excellent practitioner. We would expect at least two years’ hard work and good service. In exchange we will prepare you for the next step in your career.

I believe SPH is a fantastic place to work and I am always excited about the prospect of appointing colleagues to help drive the school forward. There are great opportunities here for the right candidate. I would be delighted to meet you in person or to discuss over the phone any aspects of the role, so please do get in touch.

I hope you decide that SPH is the right school community for you and I look forward to meeting you soon.

David Carter
Headteacher



LETTER FROM THE HEADTEACHER

Thank you very much for your interest in the post of Receptionist. We often use the phrase at SPH that it 'takes a village to raise a child', recognising the importance of all adults in the lives of the children entrusted to our care. At SPH we value the sense of community highly and know that everyone plays an important role, particularly support staff in facilitating and promoting the wellbeing of children in its fullest sense; their learning in lessons, their emotional and spiritual wellbeing, attendance at school, attitudes to others and general sense of belonging. We are really excited to be able to offer the opportunity of Receptionist at SPH, knowing that you'll have a significant impact on the success of the children and their future life-chances. Your happiness in the role matters greatly to us and so please do come and visit or get in contact to discover if this is the school for you.

The attitude and aspirations of the students at SPH are excellent. The students really are the best advert you could wish for a school. Staff are hardworking, committed, caring and supportive of one another and the Inclusion teams are united in their desire to improve the life-chances of those entrusted to their care. Above all, SPH is a happy and high achieving community; one which we hope you will be keen to join.

You would be joining the school at an exciting time as we reflect upon and look to 'push on' from our recent 'Outstanding' Ofsted inspection. Results in recent years have placed us in the top 20% in the country for the progress students make whilst at the school. Education for us, however, is so much more than this. We pride ourselves on trying to educate the whole person enabling students to be successful academically, involved in enrichment opportunities and engaged in their own personal faith journey.

In October 2021 we were again deemed to be an Ofsted 'Outstanding' school and I would encourage you to read the report on our school website. We believe that 'getting better never stops' and you would play a major role in helping the school fulfil its aspirations to be the best school in the country. We pride ourselves on the strength of our faith community, personal care of each individual and our desire to walk that 'extra mile'. If successful in your application, you would be joining a great school, but with opportunities to make an impact and fulfil your potential as member of the support staff.

Please feel free to contact me (dcarter@sphcs.co.uk) if you have any questions or would like to come and see us in action! We hope you will apply and I look forward to meeting you.

David Carter
Headteacher



APPOINTMENT OF RECEPTIONIST (part-time)

Hours: 08:00 – 16:00 on Thursday and Friday

Term-time only (plus inset days as required)

Salary WSCC Grade 4, point 5 (£19,312 pro rata, per annum; £6,504.25 actual, per annum)

We are seeking to appoint an enthusiastic and highly motivated Receptionist to join our support team. You will act as first point of contact at the school, dealing with front line enquiries from students, staff and visitors, providing a professional and efficient reception service. The successful candidate will need excellent personnel and organisational skills and understand the responsibility of confidentiality. Applicants must have the ability to prioritise workload and work under pressure to meet conflicting demands and deadlines.

In return, we can offer you:

- ❖ A varied and interesting role which has a positive impact on children's education
- ❖ A supportive, hard-working and committed team of staff and governors
- ❖ Term time only working
- ❖ Free parking on school site
- ❖ Enrolment in Local Government pension
- ❖ Cycle to Work scheme
- ❖ Shared AVC scheme

The school is an equal opportunity employer and supports the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

HOW TO APPLY

Please also complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

- **Closing date for applications:** 9am 3 June 2022
- **Interviews:** TBC
- **Starting date:** ASAP

School tours on request



JOB DESCRIPTION: RECEPTIONIST

Responsible for: Main Reception
Other duties as defined

Consulting with: Business Manager
Teaching & Support Staff

Reporting to: Business Manager

Current hours per week: 15 hours per week (08:00 – 16:00 Thursday and Friday)

Current salary: Grade 4

SPECIFIC DUTIES OF THE POST

1. Provide a warm welcome to all visitors and maintain the reception area of the school in good order, ensuring the area is clean and tidy at all times
2. Answer all incoming telephone calls, dealing with queries where applicable and passing them on to others where appropriate.
3. Contact pupils as requested by parents/carers and school staff.
4. Open the incoming mail and distribute via staff pigeon holes
5. Ensure that an up to date prospectus, curriculum outline and other relevant documentation (i.e Health & Safety) is available at all times in the reception area.
6. Ensure visitors to the school have a legitimate reason for being on the premises and call for back up if uncertain
7. Input data onto the SIMS system as requested
8. Be aware of fire alarm arrangements and notify visitors of procedure as necessary
9. Organise School Prom
10. Organise School Photos
11. Assist with hospitality arrangements for the school
12. Provide administrative/clerical support
13. To undertake any other reasonable duties commensurate with the grade as and when required by SLT
14. To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.

PERSON SPECIFICATION

| | Essential / Desirable |
|--|---------------------------------|
| Knowledge and Experience (All necessary training will be provided) <ul style="list-style-type: none"> Knowledge of a variety of ICT applications Experience of SIMS (School Information Management System) Experience of data input and manipulation Previous work in a school environment | D D D D |
| Qualifications / Training <ul style="list-style-type: none"> Good basic education to GCSE level (A-C / 9-4) in literacy and numeracy, or the equivalent Good competence with ICT skills | E E |
| Skills and Abilities <ul style="list-style-type: none"> Ability to work accurately, with meticulous attention to detail Accept and respond to direction and supervision Liaise and communicate effectively with others Demonstrate good organisational skills An ability to prioritise your workload and remain calm and efficient under pressure Ability to meet deadlines The ability to work well as part of a team and also on your own initiative | E E E E E E E |
| Personal Qualities <ul style="list-style-type: none"> Flexibility and adaptability Integrity and discretion A commitment to continuing professional development A willingness to promote the school's ethos Uphold core values of the school Acceptance of staff dress code | E E E E E E |



BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019, St Joseph's in September 2020 and most recently St Paul's Catholic College in January 2022. SPH is an outstanding Catholic secondary school, a strategic lead in the Xavier Teaching School Hub and has a proven track record of raising achievement through school-to-school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.