

Receptionist/Admin Assistant

Candidate Information Pack

St Michael's Church of England High School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity**, **address inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

About St Michael's Church of England High School

St Michael's Church of England High School, Crosby is an over-subscribed 11-18 mixed comprehensive school which is part of LDST (the Liverpool Diocesan Schools Trust).

The school is situated in Crosby in a popular residential area, close to open countryside and an impressive coastline, and offers excellent transport links.

Our Church of England status is extremely important to us and our Christian Vision and Values underpin every decision that we make for our young people. As the only Church of England secondary school in Sefton we offer a distinctive education based upon our Christian Vision and Values.

Post: Receptionist/Admin Assistant – Permanent 36 hours per week, term time

Start date: as soon as possible

We are looking to appoint a Receptionist/Admin Assistant. This role is of great importance to our work in St Michael's, in providing high quality administrative support. The main duties include servicing the reception area in a welcoming, efficient, and professional manner and to fulfil appropriate administration support, to ensure the smooth running of the school office.

We aspire to excellence, have high expectations of ourselves and others, and take pride in everything we do. The ideal candidate will have good organisational and interpersonal skills and be able to use their own initiative. Experience of using Microsoft Office, including Word and Excel, is essential.

The closing date for this application is **Monday 2nd September at 9am.**

To apply for the post, please return your application form to:

smh.recruitment@ldst.org.uk

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Job Description:

Title: Receptionist/Admin Assistant

Salary: Grade D, SCP 5 - 6 - £23,500 pa to £23,893 pa pro rata

Approximate salary range: £19,781 pa to £20,112 pa

Hours: 36 hours per week, term time only

Monday to Friday 7.48am – 3.30pm (includes a 30-minute, unpaid lunch break)

Contract type: Permanent

Reporting to: School Business Manager & Office Manager

Location: St Michael's Church of England High School

Main Purpose

- To provide a warm, welcoming environment to all visitors to the school.
- To provide administrative support under the instruction of senior staff.

Main Duties

Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries from staff, students, parents/carers and visitors to the school. Ensure the signing of students and visitors in and out complies with the school's safeguarding procedures. Monitoring gate/door access system for all staff, pupils, visitors, including contractors, to the school site.
- To assist with pupil first aid and welfare, liaising with parents/carers/staff.

Administration

- Undertake word processing and other IT based tasks including the production of letters, reports, schedules, orders etc.
- Provide general administrative support, e.g. reprographics, photocopying, filing, scanning, emailing and completing routine forms and responding to routine correspondence.
- Maintain manual and computerised records and/or management information systems e.g. EdGen (pupil data), SIMS Finance (order/invoice processing), ParentPay, Classcharts and Microsoft packages.
- Sorting and distributing the internal and external mail.

- Provide general advice and guidance to staff, pupils, and others.
- Provide routine clerical support in relation to the production and distribution of specific materials.
- Operate office equipment, e.g. photocopier, laminator etc.
- Support the positive promotion of the school through the school website and social media channels.

Finance

- Monitor the school's admin/finance inbox, keeping it organised and up to date.
- Undertake general financial administration e.g. processing orders and invoices. Maintain stock and supplies of resources. Receive orders updating schools finance system and distribute as required.
- Maintain the ParentPay system and ensure that items are made available to parents/carers/students as required.
- Update the school's finance system with all parentpay transactions.
- Provide general finance support to Office Manager and School Business Manager.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious, and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.
- Some flexibility will be required to work after-hours e.g. Open Evenings and other after-school events (time off in lieu of hours worked as agreed with Line Manager).

- To undertake any other duties commensurate with the level of the post, as required from time.

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Person Specification: Receptionist/Admin Assistant

St Michael's Church of England High School	Essential (E) Desirable (D)
<p>Skills</p> <p>Communication</p> <ul style="list-style-type: none"> Selects the appropriate content and delivery style to communicate ideas, plans and decisions Ensures communication delivers the right sense of urgency and importance <p>Adaptability</p> <ul style="list-style-type: none"> Helps others to understand the need and reasons for the change Effectively implements new ideas and methods to adapt working practices <p>Use of IT</p> <ul style="list-style-type: none"> Can develop the use of technology within own workplace by utilising a variety of standard software available Can manipulate data, extract information and present in a variety of formats 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>Qualifications & Experience</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent in Maths and English • Willingness to participate in relevant training and development opportunities • Experience of clerical/administrative/financial work • Willingness to undertake appropriate first aid training • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation • Understanding of inclusion, especially within a school setting 	<p>E E E D E D</p>
<p>Knowledge & Understanding</p> <ul style="list-style-type: none"> • Keeps up to date on changes/new developments in own and other areas of the school 	<p>E</p>
<p>Professional Values and Practice</p> <ul style="list-style-type: none"> • Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration • Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice • Able to improve their own practice through observations, evaluation and discussion with colleagues 	<p>E E E</p>

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email smh.recruitment@ldst.org.uk or call 0151 924 6778.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Monday 2nd September 2024 at 9.00 am

Interview date: TBC

Start Date of Post: As soon as possible

Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen