

Receptionist (and Admin Support) Vacancy

Grade 3

Required for September 2025

That person is

like a tree

planted by streams of water, which

yields its fruit

in season and whose leaf
does not wither

whatever they do

prosper.

Psalms 1:3



A LETTER FROM THE HEADMASTER

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Receptionist (and Admin Support)** at St Christopher's. This vacancy will provide the successful candidate with the opportunity to work in a very strong Administration department and an **Outstanding** 11-18 Church of England high school (SIAMS 2016-17).

The successful candidate will join a joyful, flourishing and thriving school. The staff are hard-working, reflective and collegiate in approach. Our pupils are a delight and parents are very supportive. St Christopher's is a rewarding place to work and to develop professionally. The school engenders real loyalty from all who are associated with it.

The application form should be completed electronically and emailed to **vacancies@st-christophers.org**, marked for the attention of Mrs Grimshaw, my PA. It should be accompanied with a supporting letter of not more than two sides of A4 paper, in 11 point font, explaining your suitability for the post, including reference to your skills, experience and a flavour of your vision for working at St Christopher's.

The closing date for applications is **Friday 4th July (midday)** and interviews are planned for the week commencing the Monday 7th July.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email my PA at the above address.

I took up my present position at St Christopher's in September 2013 and know all too well the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



R D Jones
Headmaster



"The clear Christian vision of the senior management team (SMT), ably led by the headteacher and well supported by governors and the director of spirituality, ensures that the academy is a caring and inclusive community in which learners flourish as 'children of God'."

ABOUT ST CHRISTOPHER'S

Introduction

St Christopher's is a highly successful and popular 11-18 co-educational Church of England single academy with 1,300 pupils and students on roll. We are situated in the Lancashire town of Accrington close to the Ribble Valley. Good motorway links mean that Preston, Burnley, Blackburn, Manchester, and North Yorkshire are all within a 30–40-minute car journey. The school is situated in a pleasant setting with views towards Pendle Hill.

Our pupils come from a wide catchment area. Pupils join us in Year 7 from over fifty primary schools, and the sixth form receives students from around thirty secondary schools. We enjoy an enviable reputation, built-up over many years, for providing high quality education for a comprehensive intake of pupils. Our reputation means that we are a popular school, and always over-subscribed. However, we do not allow ourselves to become complacent, always striving for higher standards in all areas. This year, for example, well over 750 applications were received for the 195 on offer. Ten per cent of our pupils are eligible for the Pupil Premium and 3% are from minority ethnic groups.

Our teaching comprises of 80 teachers and 12 teaching assistants. The core Senior Leadership Team is substantively the headmaster, two deputy headteachers, three assistant heads and the School Business Manager.

The school's commitment to learning extends to staff as well as pupils; there is a well-developed support structure for early career teachers and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop and further improve the quality of teaching and teachers are encouraged to think deeply about how pupils learn. Whilst we appreciate the contribution that technology can play in assisting learning, we remain committed to the idea that it is the teacher who makes the difference.

Academic results

Our pupils achieve very well with typically over 80% of Year 11 pupils gaining 5+ GCSE passes at grades 9-4, including English and mathematics. The proportion of pupils moving on to high quality destinations is the highest for any Lancashire secondary school. Our Sixth Form, which opened in 2010 and now has over 300 students studying A-level, continues to achieve impressive results, with 84% of students gaining A*-C. Attainment and progress are at record levels.

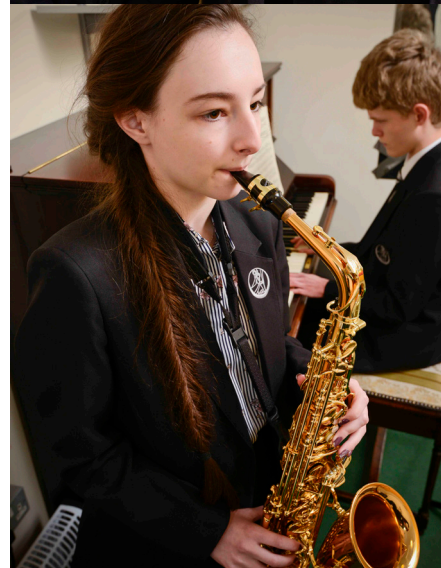
The school has grown significantly in recent years, but this period of change has been managed without compromising the high standards of pastoral care and academic achievement for which we are well known.

Curriculum

We offer a genuinely broad and balanced curriculum to all year groups rooted in a strong and coherently expressed sense of educational purpose and intent. Pupils acquire the skills, concepts, knowledge, and skills necessary to prepare them to take place their place as active and successful citizens of the 21st century.

At Key Stage 3, subjects are taught according to the National Curriculum guidelines and a wide range of proven learning styles are used to ensure that all pupils are engaged and able to progress. Teachers use their expertise to identify the key knowledge that pupils need, and this helps pupils to strengthen their ability to recall information and to deepen their understanding.

In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and RE. In addition, pupils select courses from a wide range of GCSE options. Pupils are encouraged to study the EBacc suite of qualifications, with the most able following separate science courses.



Nearly thirty A-level courses are offered in the Sixth Form. Most students continue to study four subjects for most of the Lower Sixth and continue with three of these in the Upper Sixth. All sixth formers participate in our extensive enrichment programme. A wide range of options are available including pre-professional work experience, sports academies, archery, and dance. Most students progress to university with many making successful applications to Russell Group universities including Oxford and Cambridge.

The curriculum is based around five sixty-minute periods per day, organised as a two-week 48 lesson timetable.

Extra-curricular activities

Pupils are encouraged to participate in a wide range of extra-curricular activities including the largest school-based Duke of Edinburgh Award Scheme in Lancashire, an award winning eco group, and a vibrant music department which enjoys a national reputation. Opportunities for foreign travel are numerous, including, in recent years, visits to India, Iceland, USA, Paris, Rome and Barcelona.

All staff are encouraged to participate to the extra-curricular life of the school and contribute in any way they can.

Pastoral care

The Heads of Year and Form Teachers (Personal Tutors in the Sixth Form) have responsibility for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day to enable form teachers to get to know each pupil as an individual.

Pupils are offered many opportunities to accept positions of responsibility in addition to the senior roles of prefect, Head Boy, and Head Girl. Pupil Voice is active and encouraged and most notable through the work of an active School Council.

Spiritual care and worship

St Christopher's opened in 1958 to educate the children of Church going families of east Lancashire. Admission to the main school is primarily based on parental patterns of worship at churches recognised by Churches Together or the Evangelical Alliance.

The school motto of 'Ad Gloriam Dei' informs all that we do. We try to establish caring attitudes and lasting values through worship and work done in the classroom, as well as, on a more practical level, supporting charitable appeals.

Each school day begins with an act of worship within the Anglican tradition. A Chaplaincy Team supports our worship and pastoral work, each year group having its own chaplain.

At the last SIAMS inspection (2024) the school was judged to be 'inspirational'.

Ofsted

The school was inspected by Ofsted in December 2016 and was judged to be Good with several Outstanding areas. Inspectors reached some telling judgements.

- **'Leaders have created an ambitious culture. Pupils are expected to become the best they can be, both academically and socially.'**
- **'Pupils' attendance is excellent.'**
- **'The work the school does to keep pupils safe is exemplary.'**
- **'The behaviour of pupils is outstanding.'**
- **'Tolerance and respect are strongly evident throughout the harmonious school community and the warm and inclusive ethos permeates every aspect of the school's work.'**
- **'Pupils are proud of their school. Pupils of all abilities demonstrate resilience and enthusiasm in lessons.'**
- **'Attainment is at record levels.'**

These judgements were confirmed in our Section 8 report which was published in May 2022.

We all work hard to ensure that every child at St Christopher's is known, supported, and challenged. In the words of one of our former students...

"I am still not sure what I want to be but after studying at St Christopher's I know who I want to be."

"St Christopher's Christian virtues give all pupils a caring, structured environment in which we flourish into capable and successful young adults. Our school ethos establishes a compassionate atmosphere that guides us to become positive, appreciative members of the St. Christopher's family."

WHAT'S IT LIKE TO WORK AT ST CHRISTOPHER'S?



Linda (main scale teacher of science)

"St Christopher's saved my teaching career! My last job in teaching left me feeling demoralised and wanting to get out of the profession but here I feel supported and appreciated. The staff are unbelievably welcoming and the pupils are hard-working, conscientious and respectful."

Margaret (reprographic technician)

"My work-life balance has flourished since taking on this role. The staff form a great team and are dedicated to inspiring all pupils. I know that I am valued and enjoy every day working at St Christopher's."



Rebecca (Wellbeing and Senior Mental Health Lead)

"Joining the staff team four years ago I instantly recognised that St Christopher's is a school that cares for its staff. I feel privileged to work alongside an array of skilful colleagues whose shared goal is to maximise the potential of our pupils. At St Christopher's we all flourish."

Scott (ECT Science)

"St Christopher's has provided me with the skills and knowledge to thrive in the classroom since starting as an ECT. Teaching is tough and so it is good to know that my wellbeing is considered and that I am provided with the autonomy to try out new ideas and approaches, safe in the hands of supportive middle leaders and senior leadership team."





Sian (upper pay range teacher of English)

"Joining St Christopher's helped me fall back in love with teaching. This is a school which is committed to creating well-rounded pupils and which takes its responsibilities at the centre of the community very seriously. While the school maintains its reputation for academic excellence, it is this emphasis on the wider impact of education which makes St Christopher's a unique and special place to work."

Devaki (PSHE and Careers Lead)

"The school is more than just a place to work. St Christopher's is a school community in every sense of the word, where staff genuinely care about the well-being and personal development of the pupils and students in their care, and support one another in doing so."



Peter (Catering Manager)

"I came to St Christopher's having worked in schools and for a multi-academy trust and I've been delighted with the warmth of the welcome that I've received. From the headmaster down there is a deep sense of connectedness and desire to pull together for the sake of the whole community. St Christopher's has given me the trust and encouragement to deliver positive changes across my area of responsibility, improvements that have allowed the children to thrive and grow."

Ebony (middle leader and teacher of mathematics)

"St Christopher's is a fantastic place to work. It is more than just a school, it is a community of pupils and staff who look out for each other and strive to be the best version of themselves. I have worked here for four years and been offered great opportunities to advance and progress."



JOB DESCRIPTION

Post Title:	Receptionist (and Admin Support)
Scale:	Grade 3 (Spine Points 3)
Hours:	Full-time 37 hours per week*
Contract:	Term time only - 38 weeks per year
Actual Starting Salary:	£20,316pa (FTE** = £24,027pa)

Responsible to: HR Manager

* We are looking to recruit a full-time receptionist to cover our busy main school reception. **However, we would also consider appointing two successful candidates on a job share (Morning/Afternoon) basis.** This would entail working between **16 and 21 hours per week** and the salary would be pro-rata accordingly.

Therefore, when submitting your application on the supporting covering letter/email please can you specify if you are applying for, the full-time (37 hours) role, in a job-sharing/part time role or both, and where applicable your preference.

**FTE = Full- Time Equivalent

Main Purpose

The main purpose of the post is to provide the initial “front of house” contact for all of our stakeholders and provide administrative support to staff, students and visitors to the school as well as day-to-day overseeing of the medical bay.

Key Responsibilities

The following is an outline of the range of duties that can be expected of the post holder. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and pupils, which do not change the general character of the job or the level of responsibility entailed.

General Reception duties including:

- Receiving visitors at the front desk by greeting, welcoming and directing appropriately.
- Answering screening and forwarding incoming phone calls, voice mails and emails.
- Receiving and sorting daily mail.
- Ensure reception area is tidy and presentable.
- Providing front line support for general queries for pupils, parents and staff, including general first aid support and administration of medication.
- Provide general clerical and administrative support.
- General welfare support, where required, including liaison with staff and parents.
- Coordinate first aid responders in response to medical emergencies on site.
- Monitor Lesson Support in Synergy and deploy support (from the ‘On Call’ rota) accordingly

Additional Duties

Provide general clerical and administrative support including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.

Support the wider support staff teams around the school; for example, provide additional support to the finance team; including: checking & distributing deliveries, ParentPay queries and the distribution of stock.

General

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- To undertake any other such duties as are commensurate with the grading of the post.

Other responsibilities

- To be part of the school's admin team ensuring the smooth running of all aspects of administrative work, including providing additional support across the wider school, when required.

The above sets out the areas of work in which duties will generally be focused, and gives examples of the type of duties that the postholder could be asked to carry out. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply the school's health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

This job description will be reviewed regularly and may be changed, in consultation with the post-holder, to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

The appointment is subject to the current conditions of employment of deputy headteachers contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and headteacher standards.

"St Christopher's offers a friendly and supportive environment, where teachers strive to support each individual pupil to fulfil their potential. The varied curriculum and rich opportunities provided ensure that pupils flourish both socially and academically."

PERSON SPECIFICATION

Criteria to be determined from application form and supporting statement.

Qualifications	
Good standard of basic education including English and mathematics	E

Experience	
Experience of working in an administrative role	E/D
Experience of inputting and extracting data into / from a computerised system	D
Experience of inputting, maintaining and extracting information from MIS software and data systems (e.g. SIMS)	D
Experience of producing accurate data for reporting and assessment.	D
Experience of working in an educational setting.	D

Professional Skills and Knowledge	
Ability to use MS Office software packages such as Word, Excel, Outlook and Microsoft Access, as well as Explorer and databases.	E
Knowledge and understanding of a Management Information System	D
Ability to prioritise, work efficiently, accurately and in using initiative.	E
Ability to maintain positive relationships with students, staff, parents and members of the community	E
First Aid trained or willing to complete Level 1 First Aid training	E

Personal Qualities and Attributes	
A passionate belief in the school's mission statement, aims and objectives	E
Highest levels of professional and personal integrity (including maintaining confidentiality and discretion at all times)	D
Excellent Interpersonal skills (verbal and written communication)	E
Personal resilience, persistence and perseverance.	E
Commitment to on-going learning and professional development	E
Hard working, loyal and flexible in approach to work	E
Excellent time keeping and attendance record	E
Willingness to support the ethos of a Church school	E
Christian commitment	D
Commitment to support the school's agenda for safeguarding and equality and diversity.	E
Enhanced DBS clearance will be required	E

E = Essential | D = Desirable

Confidential references

Professional references should show a strong level of professional support and a positive recommendation from the applicant's current employer.

"I was a bit nervous on my first day, but afterwards I knew that somebody would always be there for me if I needed help."