



*Saint***GREGORY'S**
Bath



An education for the whole person

Academically, personally and spiritually

Application pack for the post of:

Receptionist and Attendance Administrator

Monday-Wednesday, up to 23.5 hours per week, permanent, Term Time only +
4 additional days, to start asap

Grade 3 SCP 5-6, £12,766-£13,419 (actual) based on £23,500-£24,702 FTE

Closing date: Midnight, Sunday 28 April 2024

Interviews: Week commencing 6 May 2024

"In Christ we flourish"

Saint Gregory's, Bath
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Receptionist and Attendance Administrator** at Saint Gregory's, to start as soon as possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

This is a fantastic opportunity to join our team working in a varied and interesting role which combines front of house reception duties with a supportive back office role as Attendance Administrator, covering absent colleagues when necessary.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for safeguarding and wellbeing and we are committed to following safer recruitment practices to ensure we provide a safe environment for everyone.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, and as our Receptionist and Attendance Administrator you would be expected to act as a role model and be prepared to maintain these Christian values, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

This is a wonderful opportunity for an exceptional administrative and customer focussed professional looking for their next career move to join our high achieving and ambitious school.

For an informal discussion about the role please contact Ms Richter, Office Manager by email richterm@st-gregorys.org.uk.

Yours faithfully

Mrs M George
Headteacher

Mission Statement

“ As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Receptionist and Attendance Administrator

Post:	Receptionist and Attendance Administrator
Contract type:	Up to 23.5 hours per week (to be agreed with successful candidate), permanent, term time only, plus 4 additional days in the school holidays to include 2 INSET days (the first of September and the Spirituality Day).
Salary:	Grade 3 SCP 5-6, £12,766-£13,419 (actual) based on £23,500-£24,702 FTE
Hours:	Monday 8-4 to act as an Attendance Administrator Tuesdays and Wednesdays 8-4:30 or 8:15-4:30 to act as our Receptionist Please note that successful candidate will be expected to take the post to the post office between 4:15 and 4:30 on Tuesdays and Wednesdays.
Closing date:	Sunday 28 April
Interview date:	Week commencing 6 May

Led by the Office Manager, the Main Office Team at St Gregory's is a small, experienced and committed team, which provides front of house administrative services to the St Gregory's community. This role benefits from additional line management support from the Assistant Head Pastoral for the attendance elements.

Sitting within the wider Business Operational Administrative Services our main office team, including attendance administration is the centre point for communication across the school. We are therefore seeking to appoint an inspiring colleague with an approachable and professional manner, who is organised, able to balance a varied and busy workload with high attention to detail and who is comfortable inputting, analysing and reporting on data.

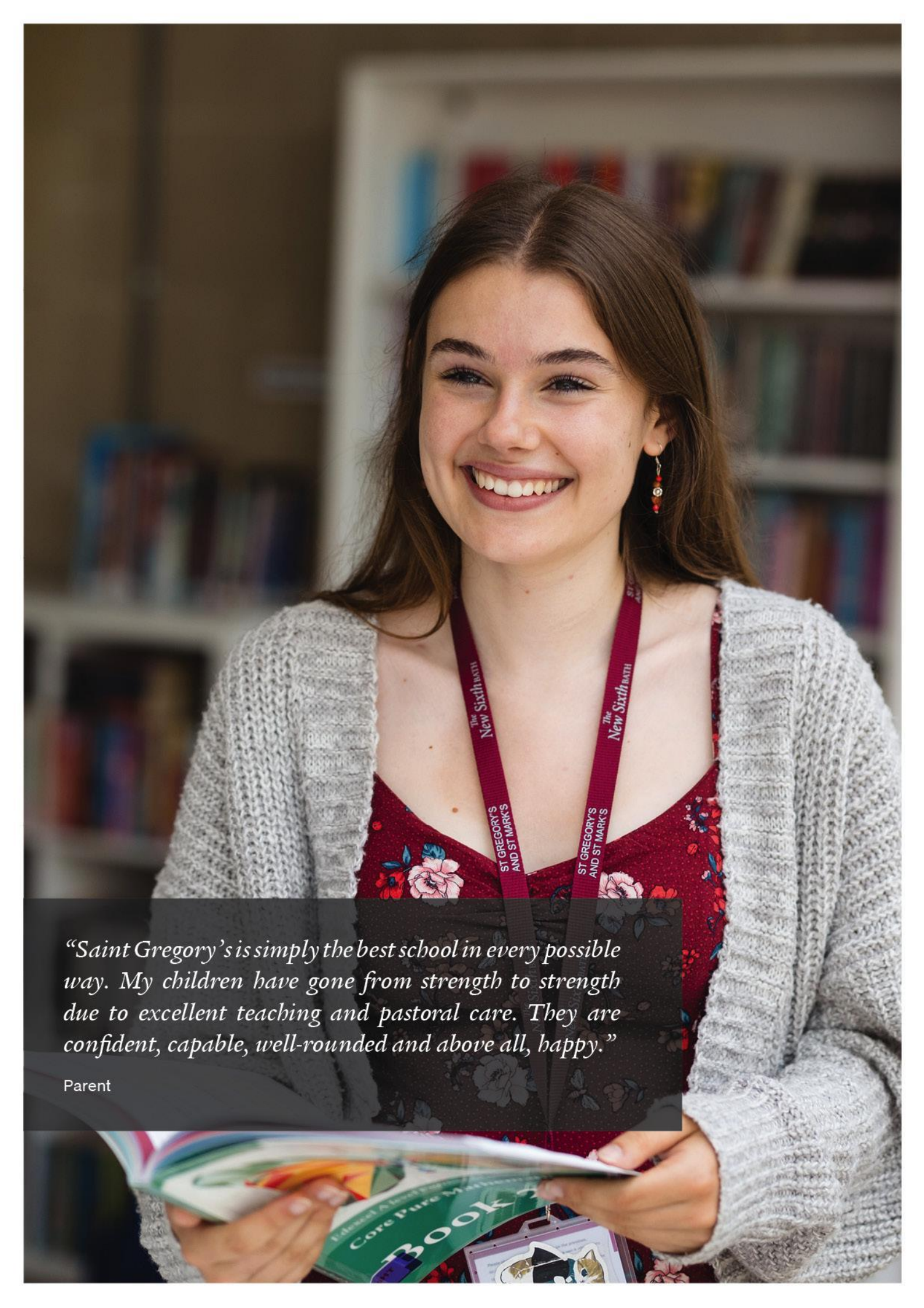
The successful candidate must be a team player as this role offers the opportunity to work closely with many members of the School staff. The team has daily interactions with the students dealing with a variety of queries such as room changes, lost property, lost bus passes, etc. Students will also hand in money for activities such as trips and after school activities. It also affords the opportunity to interact with our wider school community, ensuring that a polite and warm welcome is offered to all visitors to the school and that our telephone calls are answered in a professional and helpful manner.

The team work together to ensure the safety of our students by adhering to the appropriate safeguarding requirements. The department can, at times be subject to calls of a confidential or sensitive nature and the team always ensure they respond calmly, recording the necessary information and delivering the message to the most appropriate person for resolution.

This is a fantastic opportunity for a candidate who is proactive, committed to the continuous improvement of processes and who will work with accuracy and attention to detail.

The successful candidate is expected to provide a first line service to all stakeholders, escalating as appropriate to the Office Manager and/or Assistant Headteacher Pastoral.

As part of the day to day duties, the successful candidate will be expected to use SIMS, Class Charts and School Gateway software to look up student timetables and contact details and will also receive and respond to emails.



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent

About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school, which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Behaviour for Excellence



St Gregory's Catholic College at a glance

RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

English

- English Language
- English Literature
- Literacy and Oracy

Maths

- Maths
- Computer Science
- Business and Economics

Science

- Biology
- Chemistry
- Physics

Performing Arts

- Music
- Dance
- Drama

Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Literacy and Oracy
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager
- Facilities and ICT Manager

PE

- Physical Education

Careers

- Careers

Technology

- Food technology
- Design and Technology

Art and Photography

- Art
- Photography

MFL

- French
- Spanish
- Mandarin

Humanities

- History
- Geography
- Politics
- Sociology
- Psychology
- Child Development (until August 24)

Inclusion

- SENCo
- One to one and small group support

Pastoral


- DSL, DDSL
- Behaviour and Attendance
- HOY
- Alternative provision
- Medical

Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Reception
- Secretariat

Facilities and ICT

- ICT
- Facilities



“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”

Ofsted,

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

1. Core Purpose

1.1 Reception

1.1.2 To provide an efficient front office and telephone reception service to the school and its wider community, also assisting with routine clerical administrative work.

1.2 Attendance administration

1.2.1 To provide an efficient and effective attendance administration service.

1.2.2 To work with the Attendance Officer to ensure all absence is recorded and coded appropriately and accurately including planned and unplanned absence and for students who are educated offsite.

1.2.3 To provide attendance data reports on a weekly, monthly, annually or ad hoc basis as required.

1.2.4 To hold and distribute registers and print whole school registers in the event of a fire.

1.2.5 To act as an assistant to the Reception Team in all areas of the front of house role, including being present at the reception desk when necessary.

2. Key Duties and Responsibilities

2.1 Reception

2.1.1 To provide a courteous and welcoming reception service for visitors to the school and provide an approachable and professional reception service for our internal staff and students.

2.1.2 To operate the signing in system for all visitors to the school, ensuring the visitor safeguarding procedures are followed. To work with the HR team in ensuring that all visitors have appropriate identification and clearance to be on site, photocopy ID and escalate any concerns as appropriate.

2.1.3 To operate the school switchboard, courteously dealing with internal and external enquiries, efficiently handling incoming and outgoing calls, taking messages and liaising with staff and students.

2.1.4 To be responsible for opening and stamping incoming mail and franking external mail. To open, sort and deliver post to staff members using the staffroom pigeon holes.

2.1.5 To undertake other typical front office duties such as maintaining a system of receiving and returning lost property, printing student timetables, logging student exits and returns and assisting with the procedures for recording accidents and incidents.

2.1.6 To provide, as appropriate, support and advice to students, parents, staff and visitors at the front office reception including liaising with the Medical Response Officer and designated first aiders regarding sick children.

2.1.7 To undertake, as required, a range of clerical and general office procedures including filing, photocopying and ordering stationery to assist in the efficient operation of the school.

2.1.8 To amend attendance data electronically when students sign in and out during the school day and assist with recording attendance where necessary.

2.1.9 To issue appropriate Ready To Learn (RTL) consequences to students who are late for morning registration and advise staff accordingly.

2.1.9 To receive deliveries and notify appropriate staff member.

2.2 Attendance

- 2.2.1 To work closely with staff who are responsible for school starters and leavers to ensure the appropriate paperwork is sent to enable the system to be updated.
- 2.2.2 To co-ordinate, produce and maintain daily, weekly, monthly, annually and ad hoc reports and data relating to student attendance and punctuality as required by internal and external stakeholders.
- 2.2.3 To assist stakeholders with interpreting and understanding of such data and information.
- 2.2.4 To record late arrivals and absences of students during the day.
- 2.2.5 To hold and distribute registers and absence reports, and maintain accurate records.
- 2.2.6 To monitor the completion of registers by staff and escalate any registers that are persistently not completed fully and on time to the Assistant Head Pastoral.
- 2.2.7 To identify students and issue appropriate Ready to Learn (RTL) consequences for any students who are late for morning registration. To advise tutors that this action has been taken.
- 2.2.8 To send out absence texts for students whose reason for absence has not been reported and manage all received responses ensuring absence codes are updated as appropriate.
- 2.2.9 To send out student absence emails to all staff if a student is missing from the afternoon registration.
- 2.2.10 To ensure, where appropriate, the relevant student has an afternoon registration mark.
- 2.2.11 To co-ordinate and record all absences from the variety of absence reporting methods.
- 2.2.12 In the case of Pupil Premium students, to make initial telephone contact with parents to establish the reason for absence and log a call on the system (currently Class Charts).
- 2.2.13 To email tutors at the end of each week to ask if they would like a letter sent home requesting reasons for unexplained absences and update the coding on the system until a reason is given.
- 2.2.14 To ensure attendance information is shared with the Attendance Officer with regards to students who are offsite and ensure their absence coding is accurate.
- 2.2.15 To escalate to the Attendance Officer/HoY/Tutor if a student is on their third day of absence without a reason.

3. Physical Effort and Working Environment

- 3.1 The postholder will not be expected to undertake bending, lifting and stretching in the course of their duties over and above those experienced in a day to day office environment.
- 3.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day office environment.

4. Supervision Received

- 4.1 The post holder will be directly managed by the Office Manager and Assistant Head Pastoral. The postholder will be expected to work collaboratively with all school staff and service users.

5. Contacts

- 5.1 Appropriate staff across all schools; the Local Authority, parents and carers, students, outside agencies, professional bodies and commercial firms as and when necessary.

6. Professional Development

- 6.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

7. Additional Responsibilities

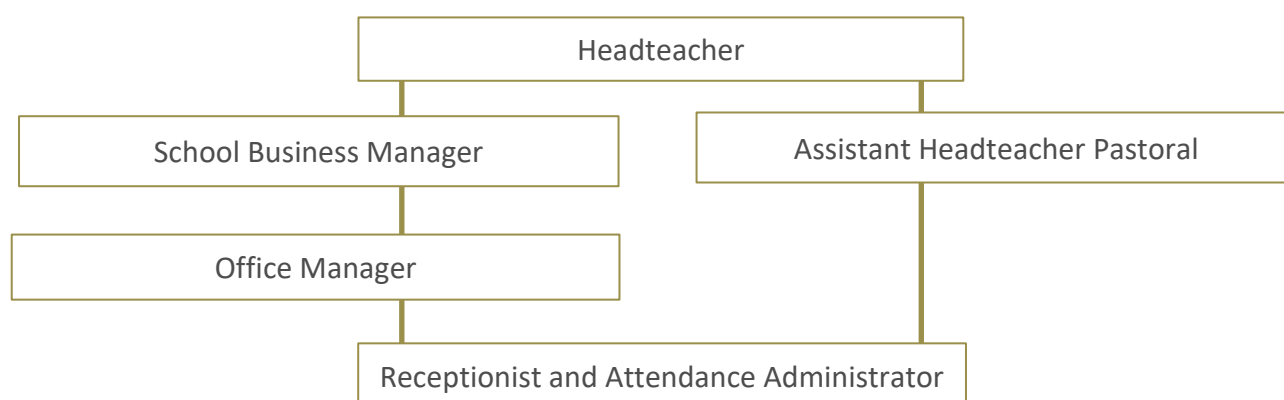
- 7.1 The postholder will be required to take the mail to the Post Office at the end of the day.

- 7.2 To hold a full, clean, valid driving licence and use of own vehicle to travel to the post office.
- 7.3 To provide administration support for the pastoral team as required.
- 7.4 To do filing and or photocopying as necessary.
- 7.5 To ensure the main office stationery cupboard is well stocked to support staff with their requirements.
- 7.6 To keep the Reception area clean and tidy.
- 7.7 To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- 7.8 To ensure compliance of Data Protection at all times.
- 7.9 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- 7.10 This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry it out.
- 7.11 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

8. Special Notes and Conditions

- 8.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 8.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 8.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.
- 8.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.

9. Organisational Management Chart



Person Specification

Receptionist and Attendance Administrator	Essential	Desirable
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Qualifications and professional development		
Minimum of 5 GCSE (or equivalent) passes at Grade C (or equivalent) or above including literacy and numeracy	✓	
Track record of professional success	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of working in a busy office environment	✓	
Comprehensive experience of MS Word and MS Excel and good all round computer literacy	✓	
Experience of working with outside agencies		✓
Experience of dealing with sensitive data		✓
Experience of working in a support function in a school setting		✓
Skills and attributes		
Excellent IT skills	✓	
Excellent communication skills	✓	
Excellent organisational skills including punctuality	✓	
Flexible attitude to work	✓	
Resilience and calmness especially when working under pressure	✓	
Initiative in undertaking tasks, ability to finish tasks and meet deadlines	✓	
Personal Attributes		
Personable, approachable and courteous at all times	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Willingness to listen to, reflect and act on feedback	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian ethos of school	✓	
Emotionally intelligent	✓	
Willing to contribute to the wider life of the school	✓	



“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”

Clifton Diocese Section 48 Inspection Report



Why work for us?

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

Applications

Closing date: Midnight Sunday 28 April

Interviews: Week commencing 6 May

Applicants are asked to submit their application form online at [TES.com](https://www.tes.com)

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To discuss the role further with Ms Richter, Office Manager please email richterm@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification including certificates of good standing, overseas certificates of good conduct and social media check.

Please note that you must have the existing right to work in the UK to apply for this post.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

School Creed



At Saint Gregory's, we are a family.

We believe in the living presence of God
in our school, our community and world.

We are all equal and worthy of dignity and **RESPECT**,
In a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our **RESPONSIBILITY** is to always be kind and caring to all,
And to be stewards of creation.

We all have **VIRTUES** and are valued and loved in the sight of God.

Each of our lives is a gift to be nurtured

As we journey together towards our true vocation.

In Christ we flourish.

Amen.



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