



APPOINTMENT OF RECEPTIONIST

2 x posts / Part time
Maternity cover – up to 1 year

Required for September 2025

Closing date: 9am, Monday, 9th June 2025
Interviews to follow thereafter



CHRIST'S SCHOOL



May 2025

Dear Candidate

Thank you for your interest in our Receptionists' posts at Christ's School.

Christ's School is a Church of England comprehensive school for 1000 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ's family: excellent leadership; excellent staff; excellent outcome and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds.

At Christ's School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and serve and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for learning approach focuses on restorative practice and recognises the importance of building positive relationships with individual students. It is based on the work of Paul Dix at Pivotal Education. We are proud to be a Regional Hub School for Pivotal and have achieved their Gold Award in recognition of our work in this area.

Our results continue to go from strength to strength. We were particularly pleased with our 2021 Ofsted inspection. This was a section 8 inspection, and as such, the overall grading cannot change and so we remain a 'Good' school. The inspection recognised the significant progress we have made as a school since our last Ofsted in 2016. The inspectors captured our ethos and unique identity very quickly during their inspection, and the dedication our staff have to ensuring students are valued and celebrated every day, was recognised so strongly. "Pupils say being at Christ's School is like belonging to a large family. They want to achieve their best. Pupils are happy and feel very safe here [and] are proud to be members of this school. The school welcomes and values all pupils. Pupils behave well. They respect each other and show kindness and consideration to all" and "staff are proud to work at the school". Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners.

Applications should be sent in the form of a completed online application form including a supporting statement. This should outline how your skills and experience fit the job and person specifications, the impact you have made in your current/most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to hr@christs.school. We are looking for completed application form (email only) to be returned by **9am on Monday, 9th June 2025**. Interviews to follow thereafter.

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Christ's School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.

Shortlisted candidates will be subject to online checks, with any resulting concern/queries to be addressed at interview.

Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.

Please visit our website where you will be able to find out more about our school, ethos, and vision. If you have any queries about the application process or would like to arrange an informal visit, please contact Julia Ralph on 0208 439 9652.

At Christ's we deliver Excellence as Standard. If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

Helen Dixon (Mrs)
Headteacher

Job description: Receptionist

Job: Receptionist/Reprographics

Salary / Grade: NJC - point 7 -10 (starting at £17,055.60) (FTE £29,346 to £30,630)

Hours: 4hrs 45 mins a day (either 07.30 to 12.15 or 11.45 to 16.30) = 23hrs + 45mins a week (each shift) over 40 weeks (term time plus 1 week)

Contract type: 1-year fixed term

Reporting to: Director of Operations

Mission

At Christ's School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ's is a community where students:

- achieve their full academic, sporting, musical and artistic potential
- have a life-long curiosity and passion for learning
- are creative thinkers, capable of taking risks in their learning and of studying independently
- are spiritual individuals, compassionate and sensitive to the needs of others and of self
- embrace diversity and have a commitment to equality and inclusivity
- are considerate, polite and always act respectfully towards others
- develop personal qualities of leadership, courage, integrity, resilience and determination
- make a positive contribution to their community and to society as a whole
- are team players, who work collaboratively to achieve shared goals
- feel comfortable socially and express themselves confidently in a range of situations.

Job Purpose

To play a key role in receiving visitors, parents and students, ensuring they gain a positive impression of the school either on arrival or over the phone. Managing incoming enquiries in an efficient, helpful and friendly manner, and assisting with the general administration needs of the school.

Key Accountabilities:

Reception duties

- Provide a welcoming environment for visitors, supporting sign in with Inventory, ensuring that all visitors with a DBS are given a green lanyard and those without are given a red lanyard and are collected by relevant staff.
- Monitor the front gate, answering the buzzer and letting visitors and students enter and exit the site as required.
- Monitor staff pigeon holes and updating as necessary
- Book meeting rooms using Bromcom as required.
- Undertake all photocopying, laminating and binding per staff requests. Liaise with staff so that deadlines are met. Maintain appropriate paper supply and liaise with external contractors as appropriate
- Deal with all incoming calls and answering machine management
- Receive and distribute all incoming mail. Collate and frank all outgoing mail as well as maintaining the franking machine.
- Monitor and order stationery for Admin Dept.
- Provide tea and coffee for all school meetings and visitors as appropriate and replenish stock when appropriate. Liaise with the Milk delivery company to alter amounts delivered when required, including pausing deliveries during school holidays
- Monitor the info@christs.school email account, forwarding emails onto the relevant staff

General Administration duties

- Provide general admin support as directed by senior staff and file all student related paperwork
- Assist with attendance when required.
- Undertake any additional duties as requested which are commensurate with the grading and responsibilities of the post

First Aid Duties

- Administer basic first aid to students and staff from 7:30 - 11am each day as required (training given), log all student first aid on Bromcom, send emails to parents and log any accidents on our Health and Safety portal.
- Provide assistance when required at other times

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. This list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.

Christ's School's Equality Statement

Christ's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce: we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

Person Specification

<u>CRITERIA</u>	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
<u>QUALIFICATIONS AND REQUIREMENTS</u>					
5 GCSES including English and Maths.	√			√	
Post 16 study		√		√	
In sympathy with the Christian values of the school	√			√	√
A commitment to the protection and safeguarding of children and young people	√			√	√
A commitment to working to our safeguarding policies regarding Keeping Children Safe in Education	√			√	√
First Aid qualification or a willingness to obtain one	√			√	
<u>EXPERIENCE</u>					
Relevant work experience in a similar environment		√		√	√
Experience of dealing with members of the public and young people		√		√	√
<u>KNOWLEDGE AND UNDERSTANDING</u>					
Knowledge of best practice and procedures for safeguarding children	√			√	√
<u>SKILLS AND APTITUDES</u>					
Excellent oral and written communication skills	√			√	√
Able to plan and organise effectively	√				
The capacity to make decisions based on sound judgements	√			√	√
Ability to work independently and as part of a team	√			√	√
Able to work under pressure in a busy environment	√				√

Knowledge of School Management Systems (Bromcom)		√		√	
Strong ICT skills	√			√	√
Ability to build good working relationships with a range of colleagues	√			√	√
Ability to be flexible in the face of competing demands	√			√	√
<u>PROFESSIONAL QUALITIES</u>					
Committed to the development and maintenance of good relationships with staff, parents, students, governors and the community	√			√	√
Communicates with enthusiasm and energy	√			√	√
Committed to the continuing professional development of self and others within the school	√			√	