



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

RECEPTIONIST – AAE 5151

Permanent

Required ASAP

Hours: 37 hours per week; 38 weeks [term time only]

8.00am - 4.00pm including a half hour lunch break. One early finish at 3.30pm.

Grade 3: £20,199 - £20,980 p.a. (actual salary)

[Whole year £24,027 - £24,404]

Responsible to: Office Supervisor

Thank you for your enquiry about the above post. It is a full-time, part-year, temporary post and the successful applicant will join the School's highly efficient Reception Team.

The post is based in the Main School Office, which is a modern, well-equipped reception area with an adjoining First Aid Room. The team consists of a full-time Office Supervisor plus 2 part-time administrators. The working environment is busy with constant interruptions and reprioritising of tasks which frequently occur in order to meet deadlines.

As the first point of contact, it is essential for the person appointed to be an exceptional communicator and we pride ourselves on the service we currently offer to pupils, staff, and visitors. The successful candidate will also need to be able to work calmly under pressure, whilst working on their own initiative.

Applicants should have a good general educational background and be computer literate. Knowledge of SIMS.net (Schools Information Management System) would be an advantage but not essential as appropriate induction and training will be provided when in post.

About the School:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust. We are a local trust providing support for local schools, children, and families.

Alsager School is a large 11-18 mixed school, with 1521 pupils on roll, including approximately 226 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. TCT currently comprises of Alsager School, a large very successful 11-18 school, Alsager Highfields primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff, and supportive parents. Children of all abilities

make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org. We hope this information will encourage you to apply.

Principal Responsibilities:

1. Provide a first-class reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced.
2. Take responsibility for reception and act as the initial point of contact for visitors to the school, dealing with enquiries from parents/carers and members of the public and always maintaining an exemplary environment and professionalism. Ensuring that any messages or complaints are immediately forwarded to the appropriate member of staff.
3. To ensure that all visitors to the school are signed in and out accurately, are issued with the appropriate lanyard and informed of visitor's guidelines.
4. Commitment to safeguard & promote the welfare of children.
5. To exercise complete discretion when dealing with issues of confidentiality and sensitivity.
6. Undertake a variety of administrative tasks: distributing incoming post; processing and franking outgoing mail to facilitate the smooth running of the school. Processing emails to the relevant departments via Outlook and using SharePoint.
7. Maintain and update records on the Student Information Management System (SIMS.net) and access pupil personal data.
8. Sign pupils in and out of the building, following safeguarding procedures.
9. Checking and signing for deliveries to the school.
10. To ensure the Office Supervisor is fully briefed on any matters that have been brought to your attention via the reception.

Notwithstanding the detail in this outline, in accordance with The Cornovii Trust, flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Monday, 25th November 2024**. Interviews are likely to be held later in the week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen



H.R. Manager
Alsager School
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Monday, 25th November 2024** ideally via email to Mrs Owen at jobs@thecornoviitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Ashley Owen
H.R. Manager

BPi/ Receptionist/Administrator/Nov 2024

Further details about the School are available from our website: www.alsagerschool.org



Alsager School

PERSON SPECIFICATION

Job Title: Receptionist

Grade: 3 scp: 03-04

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<p>Experience of working in a reception or office administrative role and working to strict deadlines.</p> <p>Experience of delivering excellent customer service.</p> <p>Proven ability to communicate with people at all levels of the organisation.</p>	<p>Previous experience in an education field/working with children.</p>
Qualifications/ Knowledge	<p>Highly competent in the use of Microsoft Office suite of applications and SharePoint.</p> <p>Good standard of education including GCSE English & Maths.</p> <p>Excellent numeracy skills.</p> <p>Meticulous attention to detail.</p> <p>Willingness to undertake appropriate training in relation to SIMS.net.</p>	<p>Experience in use and manipulation of School's Information Management Systems (SIMS.net).</p>
Personal attributes/Skills	<p>Ability to provide an accurate, efficient, and professional service.</p> <p>Able to manage unpredictable and variable workloads, often under pressure, whilst always maintaining a positive outlook.</p> <p>Enjoy a challenge and able to make decisions.</p> <p>Strong planning and organisational skills with a high level of attention to detail.</p> <p>Honesty, integrity, discretion, and ability to maintain confidentiality.</p> <p>Good team player with a sense of humour.</p> <p>Commitment to safeguard & promote the welfare of children.</p>	<p>Have high expectations of themselves with the capacity for self-improvement.</p>