



School Receptionist & Administrator

Permanent/Full Time/Term Time only plus 10 days

Hrs 09:00am – 17:00pm

Immediate start

Salary: Inner London NJC Scale 4 (SCP 7-11)

Term Time Only plus 10 days, actual salary £28,152 - £29,901

Are you passionate about making a real difference to young people's lives and who can inspire through example? We are looking for a dynamic and proactive School Receptionist/Administrator with strong multi-tasking skills to join our forward-thinking school. Under the guidance of the Office Manager, you will undertake responsibility for reception and administration duties in the main school office. In this busy front of house role, you will ensure efficient and effective administration of all areas of responsibility.

St. Augustine's C.E. High School is a medium sized mixed comprehensive school situated on the doorstep of central London, in Kilburn. The School's moral purpose is to ensure that every student is 'the best that they can be' and our ethos and values are upheld throughout the entire school community. Students are actively encouraged to develop the attitudes and vision of the School ethos through their learning and sense of belonging to the School. We are fully inclusive and our dedicated staff are focused on quality and achievement whilst ensuring the happiness and well-being of our community.

In March 2023 the school was graded as a 'Good' school with 'Outstanding' for Personal Development by OFSTED.

"The vision of faith, hope and love is central to this school. The core values of kindness and inclusion are guiding principles."

The report highlights many positive aspects of our school, including our strong leadership and management, our ambitious curriculum and our inclusive nature. We are particularly proud that the report recognises our commitment to providing a safe and nurturing environment for our students and that our students feel happy and well-supported.

"Leaders have high expectations, including for pupils' behaviour. They provide pupils with support and guidance. Pupils are safe, happy and well cared for by staff. Pupils appreciate staff's approach to managing behaviour in a fair and reflective way."

In November 2022 the School was proud to be awarded Excellent in all categories of its Statutory Inspectorate of Anglican and Methodist Schools inspection (SIAMS). The School's distinctive Christian vision is firmly established and promoted by the school community at all levels, enabling pupils and adults to flourish. The inspector commented:

"The lives of pupils at St Augustine's are transformed because they are nurtured and cherished by skilled, caring and insightful adults in the school. School leaders and staff, motivated by the school's vision, go to exceptional lengths to ensure that pupils, particularly the most vulnerable have hopeful futures."

"The visionary work-related curriculum, driven by the school's Christian vision, is instrumental in sowing aspiration and self-belief in pupils in this inner-city school, which serves a very deprived area. Pupils achieve far beyond their expectations."

We are a Gold awarded Trauma Informed school which means our approach to every child is with curiosity. We teach our students to regulate themselves and pride ourselves on our positive relationships with our

students, connecting with them before we correct. Being a trauma informed practitioner is fundamental at St Augustine's, as it underpins our ethos and values to ensure that every child can be the best they can be.

At St Augustine's we believe there should be no barriers to a child's future and society should and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching, reinforced by excellent support for learning and intervention
- Deliver inclusion services that assist personal development
- Provide excellent pastoral care so no student goes unsupported
- Continually develop strong leadership and have high levels of expertise in education.

We are passionate about the importance of academic, technical and vocational learning and our students have opportunities to participate in programmes with an impressive array of employer partners including PricewaterhouseCoopers, The Old Vic, Cleveland Clinic, City University of London, Zoological Society of London, and Construction Youth Trust.

St Augustine's CE High School has a strong ethos of collaboration and innovation. If you would relish the opportunity to work within a diverse and exciting teaching environment, with highly motivated students and a supportive leadership team, then St. Augustine's would welcome your application.

Closing date: NOON Wednesday 26th February 2025

Applications will be reviewed on receipt. Candidates may be interviewed before the closing date, and St Augustine's CE High School reserves the right to close any job adverts early if a suitable appointment is made. Applications will only be accepted if submitted on our application form.

For further information and to download an application pack, please visit our school website <https://www.stahigh.org/about-us/our-current-vacancies/> and/or contact Sara Hunt, School Business Manager shunt@stahigh.org for further information.

St. Augustine's C.E. High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful applicant will be subject to appropriate child protection screening including checks with previous employers and the Disclosure and Barring Service.