



St Ralph  
Sherwin  
Catholic Multi Academy Trust



# St Philip Howard

## Catholic Voluntary Academy

*Part of the St Ralph Sherwin Catholic Multi Academy Trust*



## **Visitor Receptionist**

Start Date: September 2024

Salary: SRS Band 2 SCP 3-5

Line-manager: School Business  
Manager



# Headteacher's Welcome

Through a three – way partnership between home, school and parish we aim to work as a team to ensure our children achieve their potential. We believe that a happy child is a fulfilled child and therefore our strong pastoral system is of key importance to us. Our Catholic faith underpins everything that we do and ensures that our pupils are well rounded, confident young people with increasingly high aspirations. We are on an exciting journey at SPH, we firmly believe that by working together all our pupils will have a bright future ahead. In our recent Ofsted, we secured a good judgement in all areas.

St Philip Howard Catholic Voluntary Academy is an exciting place for our students to grow and develop, building an enriching love of learning and a spiritual outlook that they will carry with them through life. We are an oversubscribed smaller than average Catholic Secondary school of 583 pupils located in Glossop, Derbyshire.

The successful applicant for this position will be joining a school where we care about our students and we care about our staff. Staff workload is regularly considered when decisions are made and the happiness and care of all who work with us are crucial. The school has undergone significant change in recent years and the school is now in a good secure position.

If you are excited by this vacancy, I would welcome the opportunity to discuss the post with you, if you feel you want to be a part of our #TeamSPH journey.

Mr M Kays  
Headteacher

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## About this post



## The Post

We are looking for a keen and enthusiastic Visitor Receptionist to help support the Administration Department at Saint Philip Howard Catholic Voluntary Academy. This is an exciting opportunity to join #TEAMSPH as we continue on our journey.

## The Role

The successful candidate will provide support for our busy Administration Department, ensuring that the needs of all visitors, students and staff are met during the day along with administrative duties and the general running of the Campion building Visitors Reception office.

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## **#TeamSPH: Together on the Journey**

**Together**, we will make the SPH journey: safely, respectfully and with kindness as part of a **united Catholic family**.

**God** will be at the heart of our journey, supporting us to realise the potential of our **God given talents**.

**Our Gospel Values** will guide us on our journey, helping us to make **brave choices** along the way.

**Respect for all** will be at the spirit of our journey and we will **embrace the uniqueness** of everyone we greet.

**Inspiration and passion for learning** will lead us all to have a **memorable and successful journey**.



# Person Specification

	Essential Criteria	Desirable Criteria
Education & Qualifications	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy skills.</li> <li>• Appropriate knowledge of first aid.</li> </ul>	
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Experience of general clerical /administrative work.</li> <li>• Experience of working on reception / help desk.</li> <li>• Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner.</li> <li>• Good level of literacy and numeracy skills.</li> <li>• Ability to communicate clearly - clear spoken English.</li> <li>• Effective use of ICT packages good keyboard skills.</li> <li>• Competent use of relevant administrative equipment/resources e.g. photocopier, fax and scanner.</li> <li>• Knowledge of relevant policies/codes of practice.</li> <li>• Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.</li> <li>• Ability to identify own training and development needs and cooperate with means to address these.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in finance; processing orders, good receipting, booking coaches/venues, banking.</li> <li>• Experience of working with websites, social media.</li> </ul>



	Essential Criteria	Desirable Criteria
Work related personal requirements	<ul style="list-style-type: none"> <li>• Have the capacity to work collaboratively as part of a team</li> <li>• Enjoy working in a challenging but highly rewarding environment</li> <li>• Demonstrate practical knowledge and problem-solving skills</li> <li>• Ability to multitask</li> <li>• Strong interpersonal, written and oral communication skills</li> <li>• A good attendance record.</li> <li>• Evidence of the stamina required to cope with the demands of the post.</li> <li>• Willingness to support Catholic life and ethos in the Trust and its academies</li> <li>• Attention to detail and can-do approach</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships with colleagues, students and parents</li> <li>• Empathetic and approachable manner</li> <li>• Highly motivated and pro-active</li> <li>• Flexible</li> <li>• Sense of humour</li> <li>• This post is subject to an enhanced DBS disclosure</li> <li>• Must be committed to safeguarding the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to the wider life of the school</li> </ul>



# Job Description

## Main purposes of the job

- Represent the school as the first point of contact to visitors, parents and pupils.
- Under the instruction/guidance of senior staff, provide general, clerical, administrative support to the school
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

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## Main responsibilities and tasks

### Organisation

1. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
2. To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff etc.
3. Assist with arrangements for school trips events etc.
4. Process orders, goods receipting, banking, cash reconciliation.

### Administration

5. Social Media posts
  6. Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, and respond to routine correspondence.
  7. Parent Pay Administration
  8. Maintain manual and computerised records / management information systems.
  9. Undertake typing, word processing and other ICT based tasks.
  10. Sort and distribute mail.
  11. Take post at the end of the day
  12. Undertake administrative procedures.
  13. Amend pupil records.
  14. Attendance at Parents Evenings and Events out of hours on a rota basis.
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## **School Administrator / Receptionist**

### **Resources**

15. Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet).
16. Maintain stocks and supplies, cataloguing and distributing as required.
17. Provide general advice and guidance to staff, pupils and others.
18. First Aid

### **Responsibilities**

19. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
  20. To adhere to school health and safety policy including risk assessment and safety systems.
  21. To adhere to school policy on equality and diversity.
  22. To contribute to the overall ethos/aims of the school.
  23. To appreciate and support the roles of other professionals.
  24. Attend and participate in relevant meetings as required.
  25. Participate in training opportunities and professional development as required.
  26. Provide support/cover in the student reception office when required.
  27. Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.
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**St Philip Howard CVA,  
Sunlaws Street,  
Glossop,  
Derbyshire,  
SK13 8DR.**

**Email:**

**[vparker@sph.srscmat.co.uk](mailto:vparker@sph.srscmat.co.uk)**

**Web:**

**<https://www.stphiliphowardglossop.srscmat.co.uk/>**

**Twitter: @StPhilipHoward1**

**Tel: 01457 853 611**