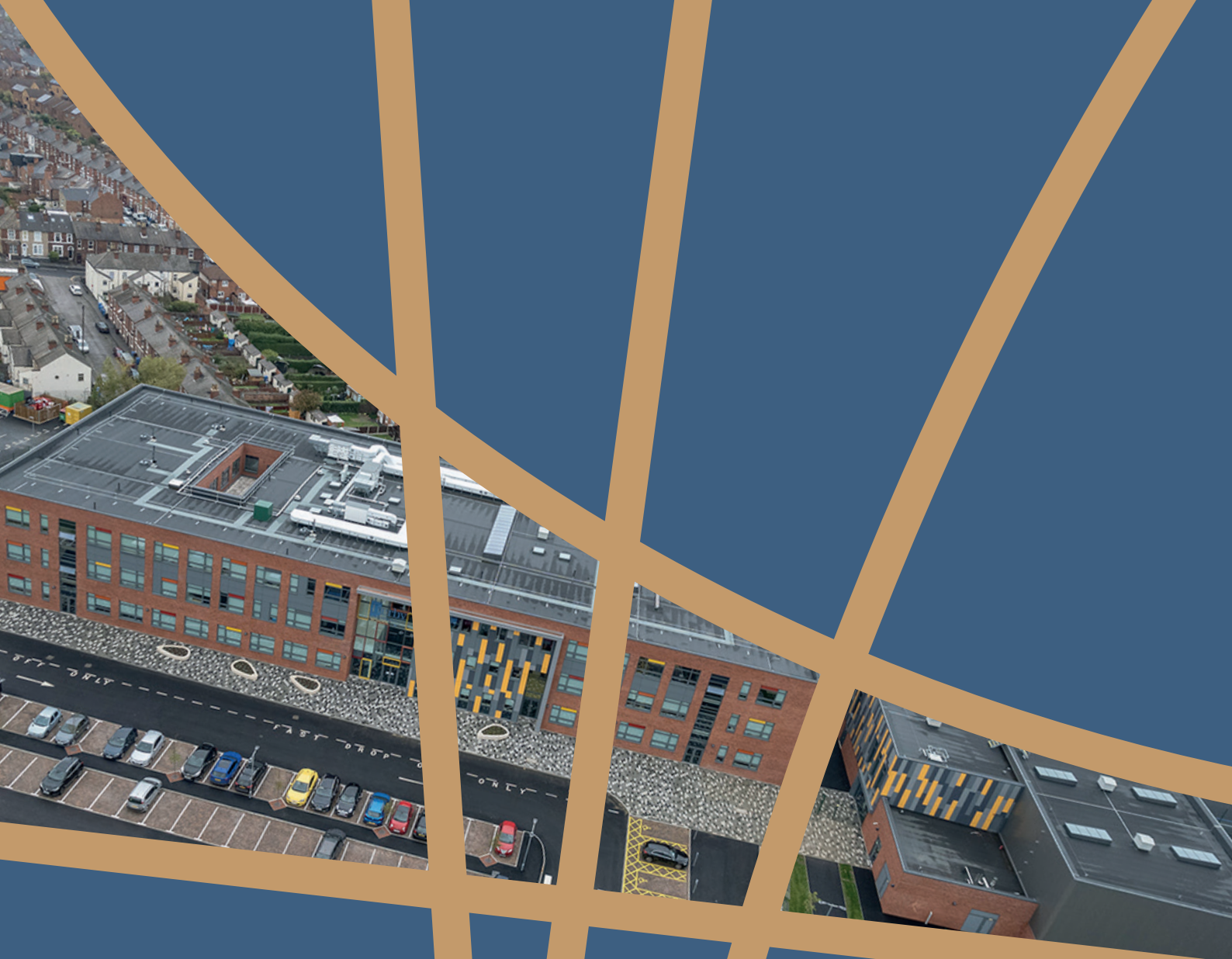


# Support Staff Applicant Pack

School Receptionist



**Derby**  
CATHEDRAL  
SCHOOL

# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We have welcomed an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Jenny Brown*  
*Headteacher*

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

# Job Description

## Job Details

**Job title:** School Receptionist

**Reports to:** Office Manager / Headteacher

**Hours of work:** Full-time – 37 hours although a job share may be considered.  
Cover required from 8am to 4pm Monday to Thursday  
and 8am to 3.30pm Friday

**Salary:** NJC Scale 2 Points 3-4 £22,737 to £23,114 full-time equivalent  
(pay award pending). Salary will be reduced pro-rata for  
term-time plus one week (40 weeks) contract.

**Job purpose:** To contribute towards the aims and vision of the school.  
To assist in the smooth running of the school front of house operation,  
providing a reception service for students, staff and visitors to the site,  
administering first aid to students and general administrative duties.

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

## Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Job Description

## Main duties/responsibilities

- To undertake reception duties and deal with general enquiries from visitors, parents, suppliers, staff and students.
- To maintain a visitor's log of all visitors to the school ensuring all are compliant with the necessary safeguarding checks and Single Central Record updated accordingly.
- To act as the first point of contact with parents on a range of matters.
- To provide administrative support to staff.
- To open, sort and distribute post.
- To operate the school telephone and e-mail systems.
- To update the school's MIS with any changes.
- To assist with the operation of both the School Shop and associated parentpay payments / queries
- To chase dinner money debts with parents via email / text
- To assist with the student reward shop and associated queries
- To deal with administration in connection with new pupils and pupil transfers.
- To assist with administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
- To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions)
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To provide first aid provision under the direction of the school's medical officer and under agreed school procedures, give first aid/medicine where necessary and contacting parents as appropriate.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.
- To assist with receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
- To maintain stocks of stationery and office supplies and oversee stocktaking.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
- To undertake any other duties of a similar level and responsibility as may be required.

# Job Description

## Person specification

	Essential	Preferred
<b>Education / Qualifications</b>	<ul style="list-style-type: none"><li>• Education to GCSE level with Maths and English at Grades A* - C or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Management Information System (MIS) experience eg Bromcom / SIMS</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 2 years office based experience</li><li>• Experience of undertaking a range of administrative tasks</li></ul>	<ul style="list-style-type: none"><li>• Secondary school admin experience</li></ul>
<b>Skills / Knowledge / Aptitude</b>	<ul style="list-style-type: none"><li>• Good interpersonal skills</li><li>• Experience of using a range of MS Office packages</li><li>• Good standard of ICT skills</li><li>• Ability to solve problems on a day to day basis</li><li>• Ability to work with minimal supervision and to act on own initiative</li><li>• Ability to cope with conflicting demands, deadlines and interruptions</li><li>• Empathy with children and young people</li></ul>	
<b>Motivation</b>	<ul style="list-style-type: none"><li>• Willingness to be flexible</li><li>• Willingness to undertake further training as appropriate</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Willingness to undertake First Aid training</li></ul>	<ul style="list-style-type: none"><li>• Current First Aid Certificate</li></ul>