



# Application Pack

School Receptionist

Required as soon as possible



**Leverhuime**  
Church of England and Community Trust



November 2022



## Welcome to the school

Dear Potential Colleague

Thank you for expressing an interest in joining Harper Green School. Within this pack, you will find information about the school, job role of **School Receptionist** and the application process.

We are looking to appoint an enthusiastic and reliable individual to work within our team of dedicated staff and welcome applications from candidates with the relevant skills and experiences. The ability to interact positively with our students and staff is essential to fulfil the role we are advertising.

Harper Green School is a dynamic secondary school situated in the South of Bolton and serves a varied community catering for students of all abilities and backgrounds. We seek not only to enable students to achieve their academic potential but also to develop the character, skills and values needed to be successful in life and make a positive contribution to society as a whole.

To these ends, we have excellent facilities, alongside a talented and highly committed staff, both teaching and associate. This allows us to provide a broad and balanced curriculum as well as the diverse opportunities in extra-curricular learning which are so crucial to developing wider skills and confidence in students.

Our vision is to ensure that all our students achieve the highest possible standards in all they do. We aspire to promote independence, together with a sense of responsibility whilst striving for academic excellence. We seek to encourage and motivate our students to achieve their full potential within a vibrant and purposeful environment which respects the rights and needs of all individuals so that they are able to acquire the necessary skills for successful adult lives.

We continuously strive to improve outcomes for students. The hard work of both staff and students in embedding excellent subject pedagogy is a credit to their commitment to achieving the highest standards for all. Harper Green School is on a new and exciting journey as an integral part of the Leverhulme Academy Trust.

This is an exciting opportunity to be part of the drive to make Harper Green School a place which delivers high quality teaching and learning together with positive pastoral support and guidance.

Thank you in advance for the interest you have shown.

Yours faithfully

Michelle Jefferies  
Director of Resources



# Welcome to Harper Green High School

Part of Leverhulme Academy Trust

As a school, we are proud of the achievements of our pupils and the successes they achieve. Our highly professional, motivated and creative staff are dedicated to ensuring each child flourishes in a safe and happy environment. Our beliefs are simple: each individual leaves Harper Green with the qualifications and skills needed to realise their ambitions. At Harper Green, we challenge students to explore the furthest reaches of their intellectual, creative, physical and emotional capabilities so that they realise their own infinite potential.

Students at Harper Green foster a love of learning that stays with them beyond leaving the school after year 11. All our staff share a relentless commitment to ensuring that every lesson is engaging, challenging and suited to the learning needs of each individual. This is underpinned by a strong pastoral team that creates an inclusive environment where every child feels supported, safe, happy and valued.

## Our Ethos and Values

At Harper Green, we recognise that all pupils are unique with individual talents and needs. As a community, we identify, nurture and develop these talents in an atmosphere of trust and mutual respect. Our students leave Harper Green with the qualifications needed to realise their ambitions and foster a love of learning that remains with them into their adult life. Students of Harper Green make valuable contributions to society as well-rounded citizens.

As a successful school, we challenge students to explore the furthest reaches of their intellectual, creative, physical, and emotional capabilities to realise their own infinite potential. Our students see learning as a lifelong challenge, enabled by a philosophy of boundless opportunities; students take a responsibility to be central to their own development, striving for constant improvement in a safe environment that fosters strong spiritual and cultural understanding and respect.

Harper Green is the platform for young people to develop into global citizens that can make a valued contribution to society. It is the learning, social and cultural experiences our young students have at Harper Green that are pivotal in shaping the people they become and provides them with the aptitude, achievements, and opportunities to access life beyond school.

**“I’ve grown by working with excellent practitioners.”**

Outgoing Head of Department



**Leverhulme**  
Church of England and Community Trust



*“Discovering dreams, achieving ambitions, and transforming lives.”*

Harper Green High School is part of Leverhulme Academy Trust with Rivington and Blackrod High School and Sixth Form. As a Trust, we work together to ensure that all students receive an excellent education irrespective of their starting point. We relish the opportunity to be a part of the much-needed regeneration of areas we work in and wish to play a full role in the wider community.

**Vision**

The vision of Leverhulme Academy Trust is to provide the highest quality of education that creates a community of happy, successful and well-rounded individuals who can flourish and make a difference in our world.

**Mission**

Discovering dreams, achieving ambitions, and transforming lives.

**Staff Values**

Our values underpin our mission and provide the basis on which we will achieve our vision.

- **Students First:** We put our students at the heart of all our decisions
- **High Expectations:** We have high expectations of both ourselves and others
- **Integrity:** We do the right thing

**Student Values**

- **Take part**
- **Work hard**
- **Do the right thing**

**Mr Paul Roach**

CEO

Leverhulme Academy Trust

**“An outstanding community school which has massively positive impact on the local community.”**

Outgoing Assistant Headteacher



## Our staff benefits

Working for Leverhulme Academy Trust is rewarding in lots of ways. In addition to a competitive salary, we offer a wide range of benefits to support your career development, health and wellbeing, finances and family.

### Pension

We offer an excellent pension scheme with the Local Government Pension Scheme and Teachers Pension Scheme.

### Continuous Service

Continuous service will be honoured for candidates moving from local authorities.

### Enhanced Family Leave

We offer an enhanced family leave scheme to support our employees.

### Enhanced Contractual Sick Pay

We offer enhanced contractual sick pay in line with the Burgundy Book and Green Book.

### Salary Sacrifice Scheme

Employees can benefit from salary sacrifice schemes, including Cycle to Work scheme and a healthcare cash plan.

### Support Services

We provide access to an occupational health provider for advice and support.

### Excellent Career Development

We are committed to providing excellent CPD with access to further training and the opportunity to stretch your abilities and advance your career.

### Free Parking on Site

Employees can enjoy the benefits of free car parking across our sites.

### Free Access to Office 365

We have a dedicated IT Support Team to assist with any IT related queries.

### Free Flu Vaccinations

We offer free flu vaccinations on an annual basis to all staff.

### Trade Unions and Professional Associations

We recognise all of the leading trade unions and professional associations in the education sector and share the common objective of maintaining good employee relations.

**“The support staff give to students is incredible.”**

Outgoing Head of Department



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## Job Description

**Job title:** School Receptionist

**Grade:** Grade C

**Reports to:** Office Manager  
Director of Resources

**Line management responsibility:** N/A

### Main purpose of the job:

- To be responsible for the 'front of house' area, greeting all visitors and ensuring they feel welcome.
- To efficiently process internal and external telephone calls.
- To assist with the smooth running of the school office and its systems.
- To project a professional image of the school at all times.

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### Key duties and responsibilities

#### Reception Responsibilities:

- To ensure all visitors receive a warm welcome and in accordance with safeguarding procedures.
- To provide hospitality as required for visitors and stakeholders.
- To answer and direct all incoming phone calls, communicating messages where required.
- To process and distribute incoming and outgoing post.
- To carry out all general administrative duties including the maintenance of student records.
- To issue students with computer log-ins and implement password changes where appropriate.
- To use internal systems to run student related reports as and when requested.
- To support students, parents and staff with the cashless purchasing system.
- To maintain an orderly administrative office.
- To assist with organising meeting rooms.
- To support parents and students with purchases from the onsite school store.
- To provide general advice and guidance to staff, students and others as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To monitor the entrance door and gate for unlawful entries or exits, following safeguarding procedures.
- To take part in your own personal development plan and to complete training as and when required.
- To manage all lost property.
- To maintain confidentiality at all times.



### **First Aid Responsibilities:**

- To support administratively with student medical plans.
- To supervise students taking prescribed medication.
- To ensure all medication is well ordered and safely stored and disposed of where appropriate.
- To administer first aid as required and make the necessary arrangements for students to go home as and when necessary in liaison with the Year Team. This also may include contacting the emergency services.

### **CCTV Responsibilities:**

- To monitor the school CCTV system as and when required.
- To respond to requests for specific CCTV footage and save records appropriately.

### **General Support**

- To complete administration work, as directed by the Office Manager in the school holiday period.
- To complete student reference information as requested.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To complete any other duties commensurate with the post.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.





## Person Specification

**Job title:** School Receptionist

Qualifications and training	Essential	Desirable
Good standard of general education at GCSE level or equivalent	✓	
Word Processing RSA2/ECDL or equivalent		✓
Valid First Aid Certificate		✓

Experience, knowledge and skills	Essential	Desirable
To have excellent organisational skills, allowing for prioritising of workload	✓	
Ability to use a variety of IT-based applications, such as email, Word, Excel, PowerPoint and other Windows programs.	✓	
Ability to take minutes of meetings.		✓
Excellent telephone manner.	✓	
Ability to promote a positive ethos and act as a role model.	✓	
Effective and excellent communication skills both in writing and verbally.	✓	
An understanding of the need for dealing with parents, pupils and outside agencies in a professional manner and to treat the information they provide as confidential.	✓	
Ability to work and liaise with a wide cross-section of people, including young people.	✓	
Ability to adapt own approaches in order to meet the needs of vulnerable or challenging young people.	✓	
Ability to work on own initiative and as part of a team.	✓	
Ability to follow procedures.	✓	
Previous experience of working within an educational setting.		✓
Use and knowledge of SIMS.net		✓
Use and knowledge of parent pay.		✓

Personal attributes	Essential	Desirable
Responsibility for own professional development and be willing to partake in further development.	✓	
A team player with energy, commitment, enthusiasm and resilience.	✓	
A commitment to equality and diversity policies.	✓	
A commitment to Health and Safety.	✓	
A commitment to child protection and safeguarding.	✓	
An understanding of child protection and safeguarding.	✓	





<b>Special requirements</b>	<b>Essential</b>	<b>Desirable</b>
Right to work in the UK.	✓	
Satisfactory enhanced DBS certificate.	✓	
Medical clearance.	✓	
2 satisfactory references.	✓	
Full UK driving license and access to a car during working hours.		✓

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

