

St. Joseph's Catholic College

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# Receptionist Apprentice

## Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Apprentice Receptionist post currently being advertised at St. Joseph's Catholic College.

St Joseph's is a large, popular and fully comprehensive school near the centre of Swindon. We are currently oversubscribed in all years from 7 – 11, and the school is increasing in size, with approximately 270 students admitted in ten tutor groups to year 7 in 2016 and 2017, an increase from the approximately 240 that were admitted in previous years. Our students come from the full range of socio-economic groups in the town, with 16% currently in receipt of pupil premium funding. The prior attainment of our students also covers the full range, and our curriculum is designed to fully support those who did not make expected progress in primary school, as well as those who will clearly need to be stretched and challenged to aim for the highest possible grades at GCSE. The current 10% of our students with special educational needs are fully and expertly supported, as are those with disabilities. Our student body is truly multicultural, with English being an additional language for 46% of them.

The diversity described above is one of the factors that makes our school such a vibrant and exciting place to work – the variety of professional experience that we enjoy as teachers here at St. Joseph's was a key reason why many of us joined the profession, and why we now love working in this school. As a teacher here you will enjoy this experience both in your day-to-day role as well as benefitting from the professional development it inevitably brings.

In January 2018 we were inspected by OFSTED and our status as a 'good' school was confirmed – the report, and the previous report from November 2014, are available [here](#). As you can see, our latest report includes:

- *In different year groups and subjects, pupils apply themselves to their studies. They behave well and share positive relationships with staff.*
- *The school's culture promotes tolerance of difference and pupils reported that they get on with each other well.*
- *Pupils' progress at key stage 4 has been above average overall and in subjects such as mathematics, English and languages over time.*
- *Strong teaching is evident in subjects such as mathematics and English.*

In short, we have wonderful students, a committed, talented staff and excellent facilities. We fully support the continuous professional development of all our staff – for example, seven other senior leaders in the school are currently undertaking the 'National Professional Qualification for Senior Leadership' which was organised by the school for them. In addition, as for all teachers here at St. Joseph's, you will access a range of other benefits such as your own school laptop and our 'Simply Health' scheme.

If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the college.

Yours sincerely,

Jerry Giles – Head of School.

## Job Description

**Post Title**                      **Apprentice Receptionist**

**Scale**                              **Apprentice Rate**

**Hours per week**                **37**

**Working weeks per yr**        **52**

**Line Manager**                **Administration Manager**

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Job Purpose**

To provide customer service and administrative assistance and support to the College

### **Main Tasks**

- To receive, sort and distribute mail within the College
- To receive incoming telephone calls and direct to the appropriate staff.
- Dealing with visitors/deliveries
- Producing documents using a variety of software
- Data Inputting
- Provide an efficient and professional service for clients
- General administration duties
- Photocopying and printing various documents on behalf of other colleagues

The vacancy is situated in the Main reception of the College which deals with all initial queries from parents and external visitors as well as offering administrative support to the business functions of the College.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

### **Safeguarding children**

To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

### **Team Working**

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity. To work co-operatively with colleagues to achieve the aims and objectives of the post and the College.

To participate positively in the implementation of new working methods and practices as required.

To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

### **Personal Development**

To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan which will be reviewed regularly with the line manager

To be aware of the current national and local issues relating to Education insofar that they affect the post.

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

September 2016



## Person Specification

Apprentice Person Specification	Essential	Desirable
<b>Qualifications</b>		
GCSE A-C in Maths and English		Y
<b>Knowledge, Skills and abilities</b>		
Knowledge of a range of ICT packages including Microsoft Office	Y	
Have excellent organisation and time management skills.	Y	
Good communication and interpersonal Skills	Y	
<b>Personal Outlook</b>		
Be self-motivated.	Y	
Ability to work under pressure.	Y	
Must be proactive.	Y	
A person with 'potential' looking to develop themselves.		Y
Flexibility and responsiveness to demands	Y	
<b>Vision and Ethos</b>		
Appreciation of, personal comfort with and contribution to the Christian ideals of the College.	Y	
Demonstrable commitment to College ethos	Y	
<b>Safeguarding Children</b>		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	
Sound attitudes to the use of authority and maintaining discipline		Y

# St. Joseph's Catholic College

## Our History

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15. Built close to the centre of Swindon, the school soon made its mark, recognised as one which achieved academically, in sport, and where moral values were unashamedly promoted.

Today St. Joseph's Catholic College is an 11-18 secondary school with just over 1200 students, of which 90% in Key Stages 3 and 4 are Catholic. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

## Our Purpose

The College believes that every student is unique, with infinite potential to grow and develop. We aim to work in partnership with home, the parish and the wider community to prepare every child for a future in which they are able to make a positive contribution to society. For every student at the College we aim to offer them a secure foundation of learning, promoting aspiration and achievement. We are a fully inclusive, multicultural College committed to the individual, yet still determined to meet the needs and interests of all.

## Our Vision

The College offers an education with a solid foundation of Christian values. We expect the very best from each and every student and seek to be a community where all are valued and where the life of the College and the relationships between all in it are defined by Gospel values. Our Gospel values underpin all the relationships in the College, between students and teachers, teachers and staff, and student to student. They are:

- Love of God and love of others
- Tolerance toward others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

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