

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Dear Candidate

Many thanks for your interest in St Hilda's and the post of Receptionist.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Receptionist who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Tracey Cain/Jacqueline Draper by email should you wish to arrange a visit recruitment@st-hildas.co.uk



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special Receptionist.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

Mrs Jo Code, Headteacher

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone. Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

Senior Leadership Team

Jo Code, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

Karen Kearns, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

Roy Bellmon, Deputy Headteacher

St Hilda's College, IT strategy, Admissions and Appeals, Worship, SIAMS.

Suzanne Harrison, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Inclusion, SEND, Attendance, Director of STEM.

John Martin, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Friends of St Hilda's, parent engagement, transition.

Liz Cowdell, Assistant Headteacher

Quality of Education, Curriculum, Teaching and Learning. Exams & Assessments KS4, CPD.

Andrea Howard, Assistant Headteacher

Head of College, Teaching and Learning KS5, Data, ARR, Examinations and Options.

Lisa Franks, SENCo

SENCo, SEND, Looked after Children Champion, Vaccinations.

Carina Bird, Assistant Headteacher

Academic Catch-up and Lead T&L Team, Summer School. Quality of Education, PP Champions.

Conor Merrick, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.



Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. 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. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



ST HILDA'S
CE HIGH SCHOOL

Receptionist-Part time

Working time:	22.50 hours per week, Term Time plus 3 inset days, plus 1.5 days to be worked during exam results days in the Summer.
Grade:	NJC scale 3
Disclosure level:	Enhanced DBS
Reporting to:	Head of SEND Headteacher
Working with:	Heads of House Form Tutors Wider Pastoral Team Data Manager SLT Heads of Department Students Parents/Carers

PURPOSE OF POST

- Provide friendly, professional and efficient first point of contact for callers, parents, students, visitors, supply staff and contractors.
- Taking telephone calls and delivering messages to the correct member of staff within appropriate timescales.
- Process incoming and outgoing emails accurately and efficiently.
- Ensure confidential, tactful and secure management of sensitive information.
- Maintain electronic and paper signing in/out records for visitors, students and staff.
- To provide administrative support to the Pastoral Team and wider school community as and when required.
- Follow school policy and procedures for site security and child protection, in accordance with school policy.


POST RESPONSIBILITIES

1. Provide friendly, professional and efficient first point of contact for visitors, callers, parents/carers and staff and students.



2. Receiving and making telephone calls to callers, parents, students, visitors, supply staff and contractors taking appropriate action within the appropriate timescales.
3. Maintain electronic and paper signing in/out records for visitors and students ensuring adherence to Safeguarding and Health and Safety policies and procedures.
4. Maintain and follow legislative procedures for visitors/supply teachers in recording DBS information.
5. Manage the administration of the school info e-mail box and other forms of communication.
6. Liaising with Heads of House/Form Tutors and Pastoral team to ensure issues are identified, dealt with and appropriate action taken.
7. Updating of SIMS and other systems including Synergy to record attendance, manage incoming and outgoing mail, pastoral information and locating students. Maintain and record late arrival of Students.
8. To support the Pastoral team with admin tasks such as praise postcards, letters home and behaviour paperwork.
9. To support the admin function of the school with administrative and data inputting tasks as and when required producing letters, emails and texts as directed.
10. Ensure confidential, tactful and secure management of sensitive information.
11. Follow school policy and procedures for site security and child protection, in accordance with school policy. This role will involve contact with children and as such you will be engaging in regulated activity relevant to students. The school's safeguarding policy must be followed at all times.
12. To be a first-aider.
13. To manage the franking and collection of post.

General

- To support the Head Teacher in promoting the Christian ethos of the school.
 - To act as an ambassador for the school liaising with external agencies and companies.
 - To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
 - To undertake any other duties of a similar level and responsibility as may be required.
 - Act as a positive role model to staff and students.
 - To have personal responsibility for own continuing professional development.
 - To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
 - To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
 - St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
 - Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
 - The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
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- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

WIDER PROFESSIONAL RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- support our 6 values of Wisdom, Hope, Community, Dignity, Equality and Diversity;
- be sympathetic to the teachings of the Church of England;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- take part in marketing and liaison activities and other appropriate school events;
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy;
- support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This role involves contact with children and will be engaging in regulated activity relevant to children. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Person Specification

In your letter of application under section 8 Person Specification, please *demonstrate* how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification requirements

	Essential	Desirable	Source
ICT or equivalent qualification or experience.	E		A
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E		A/I
Further professional development relevant to the post or a willingness to attend relevant training		D	A/I

[B] Experience

	Essential	Desirable	Source
Previous experience working within a data management or highly systematic administrative environment in a school	E		A/I/R

[C] Knowledge/Understanding

	Essential	Desirable	Source
Use of data to support Heads of House and Attendance Officer in their roles	E		A/I/R
To be able to use SIMS and other software, such as CPOMS, to support the safeguarding of students and staff	E		A/I/R
To understand safeguarding procedures and referral points	E		A/I/R

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Effective communicator	E		A/I
Effective interpersonal skills	E		A/I
Effective organisational and administrative skills	E		A/I
Professional reliability re attendance, punctuality and deadlines	E		A/I
Team player	E		A/I
Resilient	E		A/I
Empathetic	E		A/I
Ability to prioritise workload and work under pressure	E		A/I
Commitment to the school Christian values and vision	E		A/I



[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer/ITT trainer.	E		R
DBS Clearance post appointment.	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Supporting Statement

Your letter of application under section 8 Person Specification should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

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

How to apply and the Selection Process

Deadline for applications: 9.00am Friday 28th June 2024

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

