

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

September 2017

Dear applicant

Appointment of part time Receptionist / Administrative Assistant at The Castle School

Thank you for your interest in the above post. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

This is a part-time post of 15 hours per week, for term time plus Inset days (39 weeks per annum which is the equivalent of 44.263 paid weeks per year). In addition, colleagues are normally expected to attend Department and Full Staff meetings. The salary scale is Grade 15 on the School Support Staff Pay Scale (£7.96 - £8.54 per hour). This represents an actual starting salary of £5,291 per annum pay award pending. Hours of work are 8:15 – 4:15 pm Monday and Tuesday.

The Main Office is managed by Angela Broadway, Office Manager. In addition to this post, there are four existing Receptionist/Admin Assistants in the department. The Headteacher's PA is also based in the same office.

The primary role of this post is to provide reception cover and administrative support to the School Leadership Team. Examples of tasks required are:

- Answering the phone on reception and receiving visitors
- Letter writing (eg to parents, to interview candidates, for references) – need for accuracy
- Student record keeping – electronic and paper files
- Help with administering/organising school trips eg booking coaches, venues
- Help with organising events eg Awards Evening and Presentation Evening, Open Evening etc
- Providing First Aid cover

We require someone who has a proven knowledge and experience of Microsoft packages including Word and Excel. In addition, you should have an excellent telephone manner, good communication skills, can demonstrate attention to detail and ideally experience of working in a busy office or school environment.

In addition to the above, the school Receptionists/Admin Assistants help to provide First Aid in the absence of the Welfare Officer or to assist at busy periods. Full training will be given and a First Aid Allowance (approximately £190 per annum) is payable for this role.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo

Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

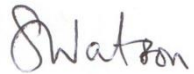
Applications should be emailed to Recruitment@castle.somerset.sch.uk or posted to

Mr Rob Trowbridge
Assistant Business Manager
The Castle School
Taunton
Somerset
TA1 5AU

The closing date for completed applications is **9am on Monday 16 October 2017**.

Best wishes.

Yours sincerely

A handwritten signature in black ink that reads "S. Watson". The signature is written in a cursive style with a large initial 'S'.

Sarah Watson
Executive Headteacher

JOB DESCRIPTION

Job Title: Part-time Receptionist / Administrative Assistant

Reports to: Office Manager

Grade: 15

Hours: 15 per week; 39 weeks per year (Term time plus INSET days)

Main Purpose of Job:

To support high standards of teaching, learning and achievement for all students within the aims of the school by undertaking receptionist and administrative duties providing the first line of contact between the school, parents and the community.

Main Responsibilities:

- Acting as school receptionist, answering the school switchboard and welcoming visitors to the school, including issuing security badges.
- Working with students, either those who call at reception with questions or concerns, or those who are asked to report there to see members of staff.
- General administration in support of school organisation including filing; updating and maintaining records; photocopying; faxing.
- Inputting student data into the SIMS.Net information system and creating/producing reports.
- Word processing letters and other documents.
- Help with administering/organising school trips eg booking coaches, venues.
- Help with organising Parents' Evenings, Awards Evening, Presentation Evening and Open Evenings etc.
- The successful applicant should be prepared to take a formal First Aid at Work Qualification to become a trained member of a small team of staff dealing with student and staff welfare. (There is a School Welfare Officer who is normally first on call).

Supporting Processes

Problem Solving & Creativity

- Works within described procedures and deals with day to day issues.
- Needs to deal with day to day problems, exchanging information, which may need some straightforward explanation.
- Significant number of interruptions and will determine own priorities on day to day matters in order to achieve deadlines, but will be expected to seek guidance to resolve any significant conflicting priorities.

Decision Making

- Correct decisions taken from a range of established procedures or techniques.

Physical Effort & Working Conditions

- Working on the reception desk in a busy office environment. Dealing with students, parents, members of staff and the public.
- Frequent use of ICT.

Contacts & Relations

- Regular and frequent contacts with students, members of staff, parents and all other visitors to the school.
- Contacts with Local Authority Departments.

Knowledge, Skills & Experience

- A proven knowledge and experience of Microsoft packages including Word and Excel.
- Desirable personal qualities include: enthusiasm, flexibility, discretion and commitment; well motivated and able to work on own initiative but also a good team player; well organised; effective communication skills; resilience and a sense of humour. Accuracy and an eye for detail.
- Relevant experience would be beneficial.

Additional Information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.

The post holder will further develop her/his knowledge, skills and experience whilst in office.

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This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.