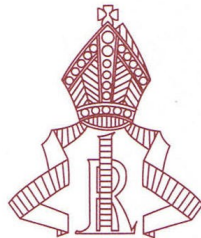


Bishop Luffa School

Receptionist





# Receptionist

**Grade 4 £21,575—£21,968 pro rata**

**Actual salary £16,181—£16,476**

**32½ hours per week, Term Time only + 5 INSET days  
7.45am to 2.45pm Monday to Friday (30 minutes unpaid lunch break)**

Dear potential applicant,

Bishop Luffa School is seeking to appoint a calm, courteous and highly efficient Receptionist to work as part of a team providing practical support to staff, students, parents and visitors. The ideal candidate would be a good communicator, be able to work under pressure, have sound organisational skills with the ability to prioritise workload and be able to work on their own initiative and as part of a team.

If you have any questions about the role, prior to application, please do not hesitate to contact me.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Best wishes,

Mr Mark Nicholds  
Business Manager

***Closing date for applications : 9.00am Tuesday 18th July 2023***

***Interviews will take place on Thursday 20th July 2023***

*The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.*



## Our Vision

*Our aim is to show every child what 'life in all its fullness' means.*

*We are a school of hope, where students are invited to explore their God-given potential.*

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



## About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1519 pupils including 321 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.



We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.



# Job Description

## Receptionist

### Role

The aim of Bishop Luffa is to ensure that students' experience at Bishop Luffa is consistently outstanding. The Receptionist will provide practical support to staff in the school to ensure consistency and to be the main point of contact and liaison between the public and the school

**Responsible to:** HR and Payroll Manager

### Operational Reception Duties

- Ensure the Reception area is a welcoming environment.
- Welcome visitors to the school, and deal with their requests in a polite and efficient manner.
- First point of contact for telephone switchboard/taking and retrieving messages and passing on to appropriate people.
- Deal with general enquiries from parents/carers and public, and pass to relevant person as appropriate.
- Book visitors in and out of school.
- Provide administrative support for the Leadership Team and monitor and action Leadership Team call-outs.
- Support the Attendance Officer.
- Maintain and re-order stationery supplies as required.
- Receive and identify deliveries from suppliers and arrange distribution to relevant departments.
- Receive post and distribute as appropriate.
- Frank outgoing daily post.
- Contact site staff via radio contact system.
- Book use of Conference, Seminar rooms, Bridge Club and Bartlett Hall.
- Insert leaflets/messages/information into registers.
- Circulate rota for litter duty/Reception Duty.
- Induct Reception student helpers.
- Assist in the transportation of registers to designated area in the event of a school evacuation.
- Cover the School Nurse in her absence.
- Liaise with School Nurse regarding students leaving the school site safely when they are unwell.

This role is part of the team of support staff and there will, on occasions, be a requirement to assist in general administration duties or cover for an absent colleague.

# Person Specification

## Receptionist

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>			
A good verbal and written command of the English language (including spelling and grammar)	✓		Certificates, application form and interview
Advanced MS Office skills (Word, Excel, OneDrive, Outlook)		✓	Certificates, application form and interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>			
Able to work comfortably with repeated interruptions and unexpected requests	✓		Application form and interview
Able to produce accurate work and actively checks output	✓		Application form and interview
Works flexibly, able to prioritise and multi-task to meet deadlines in a busy environment	✓		Application form and interview
Able to use initiative, work as part of a team, happy to receive and accept direction/delegation	✓		Interview
Previous experience of working in a School		✓	Application form and interview
Qualified First Aider		✓	Certificates
Knowledge of SIMS		✓	Application form
Familiar with office equipment (phone systems, copiers, franking machines)		✓	Application form and interview
Familiar with ordering office/adhoc supplies and stock control		✓	Application form
<b>PERSONAL SKILLS AND ATTRIBUTES</b>			
Confident and calm in handling questions and queries	✓		Application form and interview
Strong customer care skills and focus	✓		Application form and interview
Approachability and willingness to help (solution orientated)	✓		Interview
A discreet and diplomatic nature with respect for confidentiality at all times	✓		Application form and interview
Support and endorse the School's Christian ethos	✓		

*Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.*

**Hours:** 32½ hours per week, term-time only plus 5 INSET days  
**Grade:** 4  
**Date last reviewed:** 5th July 2023