

BISHOP WORDSWORTH'S SCHOOL RECEPTIONIST (Part-Time) OCTOBER 2021

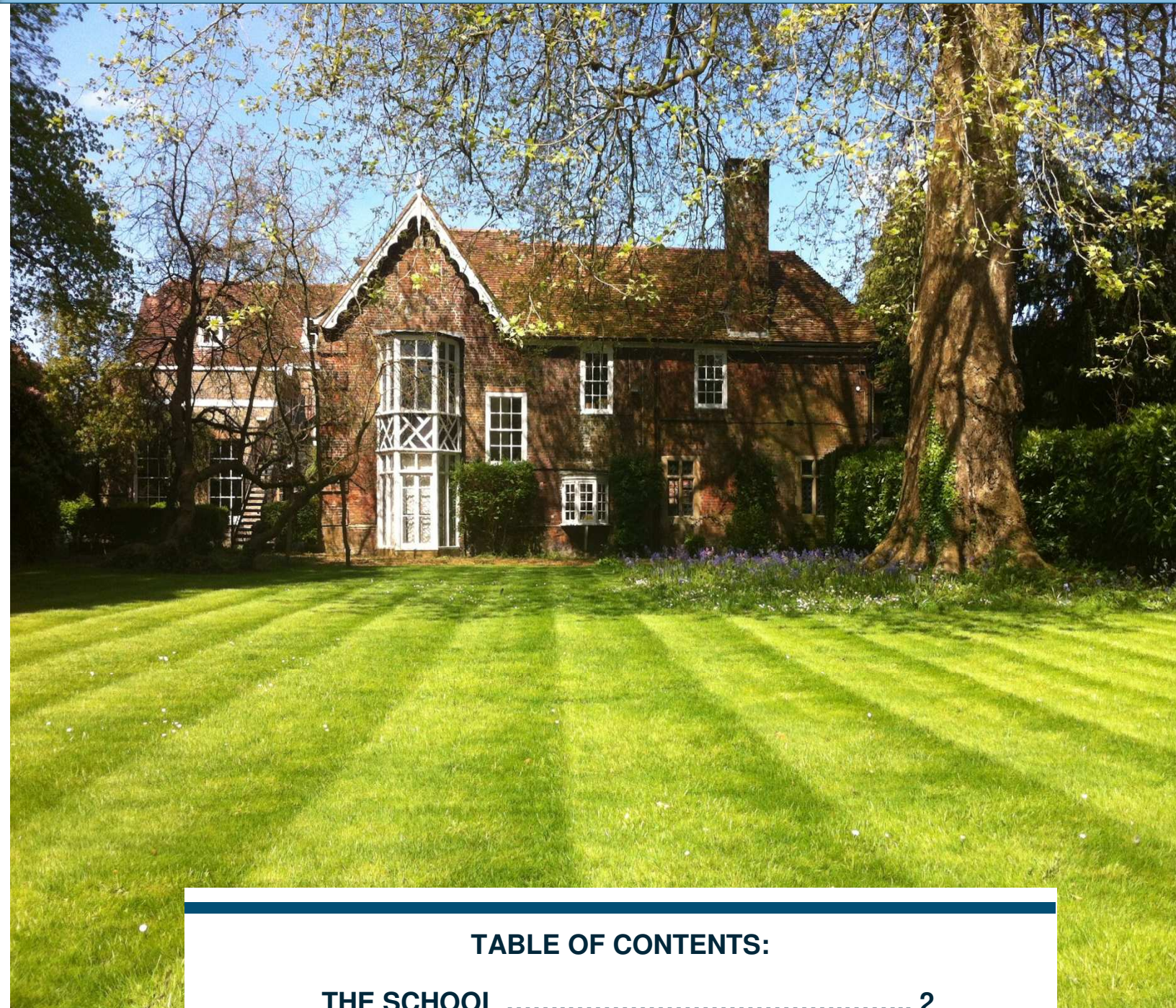


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The School

Bishop's is a unique school in a unique place. Pupils come to us from all types of background, united by their aptitude for an academic education. It is our privilege to foster every pupil's ability and equip them to excel.

The school is renowned for its strong academic tradition and outstanding results, but educational quality here goes well beyond examinations. We fuel pupils' wider intellectual curiosity, promote artistic expression, and give opportunities for leadership and personal development. A day at Bishop's brings genuine breadth of activity, challenge and pace, making this a stimulating environment for staff and pupils alike.



History and tradition

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate over 1000 pupils aged between 11 and 18 and from this academic year over 40 sixth form girls. Under the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which pupils are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

Admission on ability

As a Church of England Grammar School and Academy, we set our own entrance test and policy on admissions. Any pupil living within reasonable travelling distance of Salisbury is welcome to apply and pupils from the broadest range of schools and backgrounds thrive here.

High expectations and high achievement

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, continuously supporting and encouraging pupils to give full commitment to all that they do. Well aware of our expectations, the pupils relish the opportunity to aim high and achieve their goals. Every pupil is encouraged to find something at which he excels and to develop self-confidence as a result.

Christian values

Our Church school ethos permeates the fabric of life here – from regular worship in the Cathedral and our Chapel, through religious education, to the way we operate as a community. We welcome pupils of all faiths or none, but the Christian values of concern for one other, respect and tolerance provide a moral compass that influences everyone, both personally and culturally.

Spirit of togetherness

As the school motto *veritas in caritate* (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make pupils feel valued and welcome. Within each year there are five tutor groups of around 30 pupils, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier pupils are, the quicker they will settle in and flourish. Through the house system and a host of other activities pupils mix across years, fostering a close community in which older pupils can become friends and mentors to their younger peers. If problems arise the form tutor or the relevant Head of School are the first points of contact and Heads of School operate an 'open door' policy whenever possible.



Academic life

Rigour, depth and breadth characterise academic life at Bishop's. Pupils enjoy being taught by highly qualified subject specialists. Teachers teach so that pupils do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi. Throughout, we aim to engender a passion for learning and the skills to pursue that passion independently. In and out of school there are countless opportunities for pupils to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

Extra-curricular

A broad extra-curricular programme helps pupils to understand more of the world, to challenge themselves and to grow as individuals. At Bishop's we aim to provide many and varied opportunities, so that every pupil has the chance to find new interests and achieve great things. Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of pupils who give their best to an activity they enjoy.



BWS 1st XV at the NatWest Schools' Cup Final at Twickenham - 29 March 2017



The opportunities to experience activities here and abroad are immense.

Music is very strong at Bishop's, and many pupils have instrumental lessons at all levels. As well as touring abroad and in the UK, the Choir performs regularly for school occasions in the Cathedral. Pupils play in wind bands, brass and string ensembles, and often collaborate to form rock bands of their own.

Drama thrives too, with every age group having opportunities to take part either in clubs or productions. Through our vibrant Art department pupils can develop their talents both in and out of lessons. Theatre and gallery trips feature regularly, as do plays, musicals and concerts on a variety of scales. Over 40 clubs and societies meet during lunch breaks or after school.

A pupil can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense: from Outward bound and community service to fieldwork, expeditions and cultural exchange, all pupils will have the chance to give it a go.

School Routine

Lower School (Years 7 & 8)

The routine of daily life for Years 7-8 at BWS is organised and run by the Lower School Office who monitor the academic progress of the pupils through the analysis of report data and receive information from all aspects of pupils' schooling, including rewards and sanctions, so that they can both support and challenge pupils to do their best. Largely, pupils are taught within their tutor groups and follow a common timetable. Many departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum, and the knowledge, understanding and skills that pupils acquire lay solid foundations for their future studies.

Middle School (Years 9 to 11)

The School places great emphasis on ensuring that pupils achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of School life. The Staff endeavour to work closely with parents in ensuring that pupils spend their time at School profitably but happily. In the Middle School this policy is carried out by working closely with pupils and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the team maintain regular contact with Middle School pupils and with one another and regularly meet with the Headmaster to discuss pupils' progress.

Sixth Form

Almost all pupils stay on into the Sixth Form, where they are offered a broad academic curriculum, supported by stimulating enrichment courses. We have been teaching female students through a partnership arrangement for many years and are excited that from September 2020 BWS Sixth Form has become fully co-educational with 43 girls joining our sixth form this year.

Bishop's is a tight-knit community of over 1000 students; about a third of these are in the Sixth Form, including about 140 Year 12 students who join us after Year 11. In the last Ofsted inspection both the school and the Sixth Form were rated 'Outstanding' with the inspector noting that 'The school provides an outstanding Sixth Form where students are extremely well prepared for academic studies at university and develop as well-rounded young people. Expectations are high and standards achieved in A-Level examinations are outstanding.' Most students go on to Higher Education and we have a superb record in university entrance, with many embarking upon the most demanding disciplines at leading universities, including a very proud record of success at Oxford and Cambridge. Our school is renowned for its strong academic tradition and outstanding results – however we see our role as going much further than providing our sixth formers with an excellent base for university entry and preparation for employment. We are also very proud of the rich mixture of extra-curricular opportunities that our students enjoy, including sport, music and drama. Our Sixth Form is further strengthened by strong pastoral and academic support – we are a caring community in which the needs of individuals are given great emphasis.



The Department

Bishop Wordsworth's School Reception

Bishop Wordsworth's School Reception is the heart of the BWS School community and the first point of contact dealing with all visitors, pupils and staff in our large and friendly secondary school. The Receptionist acts as the gatekeeper of the school supporting the administration and staff and facilitating communication throughout the school.

The successful candidate should be energetic, enthusiastic, willing to learn new skills, self-motivated, exceptionally well organised and a good team worker. This is a varied role where no two days are the same, it is essential therefore to be able to work under pressure, have a high level of personal drive, energy and resilience.

You must be committed to promoting the school's child protection policy and have the ability to administer First Aid, seeking help/guidance as necessary. Experience of using SIMS is desirable, however full training will be provided.

The Team

Lead Receptionist

Mrs Sally Jones

Part Time Receptionist

Mrs Rachel Fletcher



Twitter feed: [@BWordsworths](https://twitter.com/BWordsworths)

Job Description - Receptionist

• Title of Post:	Receptionist
• Salary:	Bishop Wordsworth's School Scale E Points E17-19
• Hours:	22.5 hours/week; 39 weeks/year
• Postholder:	TBC

The Postholder is immediately responsible to the Lead Receptionist and through them to the Head Master's PA and then the Bursar.

Key Responsibilities:

- Provide a welcoming reception service to all pupils, staff and visitors
- The Postholder will need to respond effectively to changing priorities, be able to manage a high volume workload, use his/her initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality, diplomacy, and professionalism are key attributes for this role.

Contacts:

The role involves outward facing contact with visitors, pupils, staff and external third parties and will have extensive (and often diplomatic) interaction with members of staff and parents.

Specific Duties:

- Provide a welcoming reception service to all pupils, staff and visitors to Bishop's, including signing in visitors/cars, responding to telephone calls and providing a radio link
- Ensure visitor access is controlled and statutory safeguarding policies adhered to
- Administer First Aid, seeking help/guidance as necessary, contacting parents and maintaining records as required. Maintain first aid stock and facility, order medical supplies as required
- Sign and check all deliveries in liaison with the Finance Department and liaise with Site Team for prompt distribution
- Assist with the outgoing post, ensuring accurate franking and recording of mail takes place, together with timely postings each day. Ensure the franking machine is adequately topped up to cover anticipated needs
- Assist with all reprographics for teaching staff
- Sort lost property and inform students of any named articles that have been found
- Assist in the daily maintenance of registration files, removing and redistributing letters etc., as applicable
- Process the receipt, storage and dissemination of examination papers and ensure that strict security measures are maintained. Contact students who do not turn up for examinations
- Advise the Site Manager of any problem with respect to telephones, photocopiers or any other equipment
- To help monitor, maintain and supply first aid bags for school trips
- Order stationary via the finance portal
- Carry out ad hoc administrative tasks for the whole school as and when required
- To play a full part in the life of the school community, to support its distinctive mission.



Job Description - Receptionist

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.



Bishop Wordsworth's School Person Specification – Receptionist

The following are essential or desirable characteristics associated with the post of a Receptionist at Bishop Wordsworth's Grammar School. Evidence will be drawn from the application form and explored at interview.

	Essential	Desirable
Qualifications		
❖ A good education to A level (to include Maths & English GCSE)	✓	
❖ Evidence of further relevant qualifications or training		✓
❖ Evidence of recent professional development		✓
Experience		
❖ Recent successful experience of working in an office environment	✓	
❖ A minimum of 12 months experience in administrative /clerical work	✓	
❖ Experience of managing face to face communications with young people	✓	
❖ Experience of composing letters and communications	✓	
❖ Experience of working in a school environment		✓
Knowledge, skills & abilities		
❖ Understanding the importance of Safeguarding and Child Protection	✓	
❖ Understanding of and sensitivity towards the issues of adolescent pupils	✓	
❖ Strong organisational skills; time management and ability to multi task	✓	
❖ Flexible working	✓	
❖ Understanding of school cultures	✓	
❖ Familiar with SIMS, Insight and CPOMS. Awareness of developments in Education		✓
❖ Familiar with Microsoft Office software	✓	
❖ Ability to administer First Aid, seeking help/guidance as necessary	✓	
Personal Qualities		
❖ Excellent inter-personal and presentation skills	✓	
❖ Excellent personal presentation and verbal communication skills	✓	
❖ Energy, enthusiasm and a sense of humour	✓	
❖ Ability to 'think on one's feet' with a positive approach to problem solving	✓	
❖ Decisiveness, a positive attitude and a creative outlook	✓	
❖ Resilience, determination and professional integrity	✓	
❖ Reliable and resourceful	✓	
❖ Commitment to effective equal opportunities and inclusive practices	✓	
❖ An ability to build positive working relationships with colleagues	✓	
❖ An ability to work effectively as part of a team and to work independently	✓	
Other		
❖ A willingness to engage fully with continuing professional development	✓	
❖ A recognition of the importance of personal responsibility for Health and Safety	✓	
❖ A commitment to the School ethos and selective education in general	✓	
❖ Ability and willingness to contribute to the wider life of the School	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.



