



## **St Benedict's Catholic College**



## **Receptionist Application Pack**

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a Receptionist.

#### **The successful candidate will be:**

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

#### **We can offer you:**

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, please contact Claire Hughes, Finance and Office Manager on 01206 549222.

The post is required as soon as possible and the closing date for applications is Tuesday 2<sup>nd</sup> April 2024 at 12.00 midday. Interviews will be held on Friday 12<sup>th</sup> April 2024.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [c.brown@stbenedicts.essex.sch.uk](mailto:c.brown@stbenedicts.essex.sch.uk). Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

#### **St Benedict's Catholic College Application Pack: Receptionist**

## RECRUITMENT

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli  
**Principal**

## Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

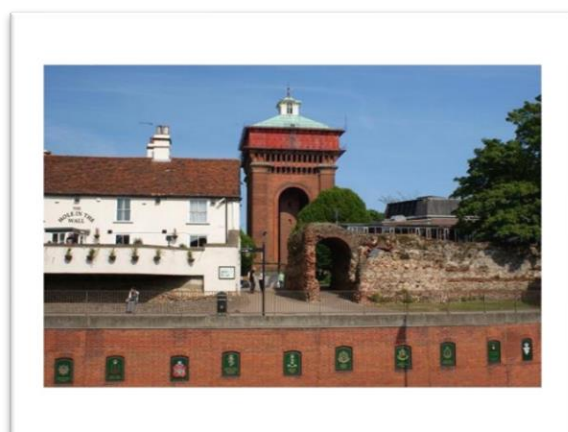
Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



### Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Grade** Scale 3

**Job Purpose** To provide a friendly and efficient reception service for the college, acting as first point of contact for external visitors, parents and staff, ensuring all enquiries and queries are dealt with effectively and in a timely manner to facilitate the smooth running of the college.

**Reports to** Finance & Office Manager

### Job role

- To support the Catholic ethos of the College
- To receive and deal with enquiries from parents, staff, students and governors both over the telephone and in person
- To ensure all communications, including telephone messages and faxes, are distributed to the correct personnel in a timely manner
- To ensure that security procedures are adhered to, issuing badges and ensuring visitors sign in and out
- To undertake reception duties as required
- Managing the duty student
- To be responsible for the general tidiness of the reception area
- To be responsible for and record all outgoing post, including exam papers, ensuring it is ready for collection by all service providers and to supervise all aspects of operating the franking machine.
- General clerical admin duties, including to effectively use email, word processing and spreadsheet programmes to ensure the accurate production of emails and documents as required
- To assist the finance office in the maintenance of the ParentPay facility
- To work with the College and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and college ethos
- To work with the College and Governing Body on service development for the future.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

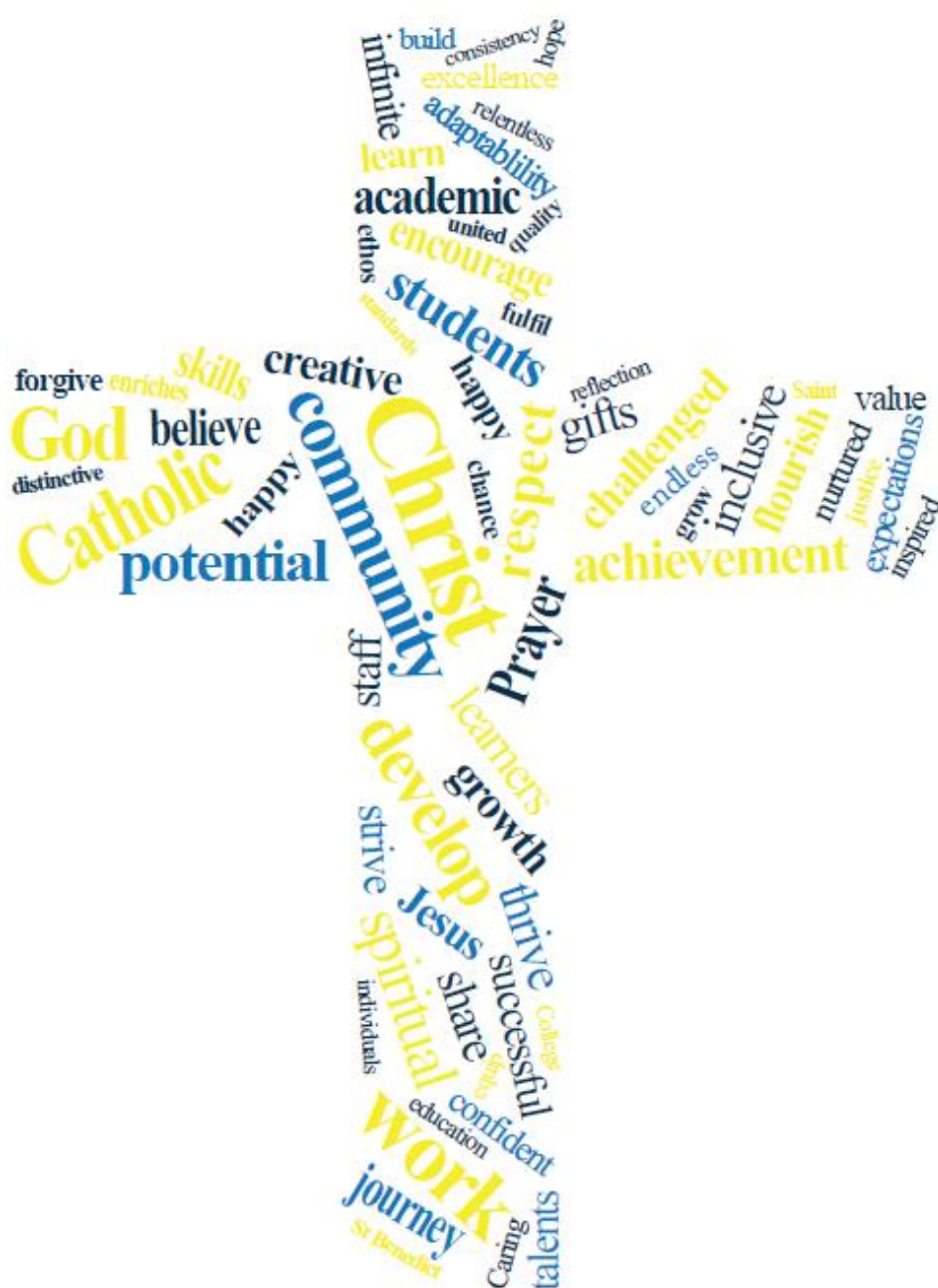
## Person specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Grade C or above pass in English GCSE (or equivalent)	✓	
Grade C or above pass in Maths GCSE (or equivalent)	✓	
Working knowledge of general school policies and procedures		✓
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Excellent telephone manner	✓	
<b>Personal Qualities</b>		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
<b>Skills and abilities</b>		
Ability to deal with challenging behaviour	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the College		✓
Establish effective relationships with those working in and with the College	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	



## RECRUITMENT

	Essential	Desirable
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	



## RECRUITMENT

### **St Benedict's Catholic College**

Norman Way

Colchester

Essex

CO3 3US

[www.stbenedicts.essex.sch.uk](http://www.stbenedicts.essex.sch.uk)

