

## **APPOINTMENT OF RECEPTIONIST**

### **CONTEXTUAL INFORMATION**

The reception is a key front-line position where all visitors to the school report. We consider a welcoming and safe environment, offering an excellent customer focused service, to be essential. The school entrance provides a secure area which ensures that our ethos of safeguarding students and staff is maintained, whilst allowing a warm welcome to all our visitors. Visitors may include a broad range of people including parents, contractors, members of the local community and the occasional dignitary. A key element of this role will be excellent inter-personal skills.

### **Working Hours and Holiday Arrangements**

The afternoon receptionist will work 11:45am – 4:30 and will job share with two colleagues to provide Reception cover from 8.00am to 4.00pm each day. The hours for the post are as follows:

- 14.25 hours per week during term time and for one week during the holiday period (40 weeks)

Support staff who work term-time only may not take any holiday during term.

### **Grading of the Post**

The pay structure is a banded system, and this post is aligned to Band E – representing the job weight of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1<sup>st</sup> April each year, except during national wage freezes. Increments until the top of the scale for the post has been reached are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1<sup>st</sup> December, the first increment would not be paid until six months had elapsed, that is on 1<sup>st</sup> June.

### **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

### **The Organisation of Staff at Stratford upon Avon School**

There are around 214 staff employed at the school, with slightly under half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

The school is organised into colleges, whereby every student belongs to a college. Your line manager will be the Admin and Planning Manager who is based in the main office.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport and participating in staff social events.

### **Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible after interview. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me at the school, on telephone 01789 268051.

Jon Yardley  
Administration and Planning Manager  
September 2024