



Ocklynge Junior School



South Downs Learning Trust



Victoria Drive | Eastbourne | BN21 8XN

www.ocklynge.e-sussex.sch.uk

Tel: 01323 725839



RECEPTIONIST



CANDIDATE INFORMATION PACK

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Vacancy details	<ul style="list-style-type: none"> • 37.5 hours per week • Term-time only + 1 week in the school holidays • Fixed term until July 2018 in the first instance
Salary	LPS SS Grade 3, points 5-7 starting on £15,377 gross (pro-rata as term time only)
Closing Date for Receipt of Applications	Midday on Friday 19 th January 2018
Interview Date	Wednesday 24 th January 2018

“The school’s new curriculum is imaginative and interesting and is inspiring better attitudes to learning.”

“The school makes a strong contribution to most pupils’ well-being and their personal, spiritual, moral, social and cultural development.”

OFSTED October 2016

Dear Applicant

We are very pleased that you are considering applying for the post of Receptionist at Ocklynge Junior School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all our pupils.

We are looking to appoint a highly organised, articulate and friendly individual to provide a full-time receptionist and secretarial service for the staff and to ensure appropriate administrative procedures are undertaken. You will be the first point of contact with parents/carers, pupils, agencies, governors, staff and all visitors so will ensure the first impression given is of the highest standard whether in person or over the telephone.

You will have a friendly and confident personality, good spoken and written communication skills, an excellent telephone manner and the ability to stay calm under pressure. In return, we can offer you a pleasant working environment with friendly colleagues and a lot of variety!

The post is initially fixed term until July 2018 and for 37.5 hours per week (9am-5pm Monday-Friday including a daily 30-minute unpaid break). You will work term time only + 1 week in the school holidays and pay will be on LPS SS Grade 3, points 5-7 starting on £15,377 gross (pro-rata as term time only).

If you require any further information about this role or would like to arrange a tour of the school please do not hesitate to contact the Headteacher, Jon Reynard, at reynardj@ocklynge.e-sussex.sch.uk or 01323 725839.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ocklynge Junior School.

Jon Reynard
Headteacher

INFORMATION FOR CANDIDATES

Eastbourne

Ocklynge School is to the north of Eastbourne, which is a seaside resort, set in enviable surroundings flanked by the South Downs and countryside of outstanding natural beauty. There is easy access to Brighton and London (*please see www.eastbourne.gov.uk for further information*).

Ocklynge School

Ocklynge Junior School opened in September 1972 when the former St Mary's Boys School and Ocklynge Girls School were combined. The school caters for children aged 7 - 11 and currently has approximately 840 pupils on roll. We have recently converted to an academy and are now part of the South Downs Learning Trust.

Since the opening of the school there have been a number of extensions and improvements to the buildings. As a school we also benefit from having a large multi-purpose hall with a stage; a theatre used for drama, dance, etc; a music room; a practical room for art and craft; a refurbished library; several rooms for small group or individual work; a swimming pool, a floodlit multi-use games area; a fully equipped computer room and a 'pavilion' where there is an extra classroom and spaces used for breakfast and after-school clubs, individual music lessons and sports changing.

School Aims

In general terms this is what we are trying to achieve with the children in our care:

- To help the children towards the realisation of their full potential.
- To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
- To develop children's self-reliance, confidence, and the ability to work both independently and co-operatively.
- To appreciate and value each child's contribution and celebrate their achievements.
- To instil respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
- To help the children learn courtesy, good manners, and consideration for others.

School Organisation

The children are organised into 6 mixed ability classes in each year group with 35 pupils in each class. These classes are carefully put together when children join Ocklynge in Year 3 from the feeder infant schools.

The class teacher will plan the work for all the children in the class and has a trained assistant who will provide extra support for individuals or small groups. Each year group has a senior teacher who is Head of Year/Phase and they co-ordinate the work of the whole year group. After the class teacher they provide useful advice or guidance for parents.

OCKLYNGE SCHOOL VALUES

We are Responsible -

we work hard, are helpful, reliable, look after property and co-operate with others.

We are Respectful -

we are polite, well mannered, considerate, gentle and understanding of others.

We are Reflective -

we are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are Resilient -

we do not give up, we try to sort our problems calmly and give things a go.



ADDITIONAL INFORMATION FOR CANDIDATES

Application Procedure

1. Read carefully all the information about this post.
2. Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
3. In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.
3. Candidates called to an interview:
 - a) will be given a tour of the school.
 - b) may have a task/exercise (paper based and/or classroom based).
 - c) will have a formal interview.

Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check including List 99 check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures - these are given above. The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities and Child Protection

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Child Protection & Safeguarding Policy can be found on our website: www.ocklynge.e-sussex.sch.uk

JOB DESCRIPTION

Main Purpose of the Job

To provide a full-time receptionist and secretarial service for the staff and to ensure appropriate administrative procedures are undertaken. To act as first point of contact with parents/carers, students, agencies, governors, staff and all visitors to the school.

Main Functions

- To deal with enquiries, answering telephone and relaying messages to staff and Pupils.
- To deal with pupil enquiries at the main reception hatchway.
- To ensure all visitors are signed in at reception and a visitor pass issued and rigorous safeguarding procedures are followed.
- To undertake bookings for various meetings with senior staff and teachers
- To ensure the security system and visitors accessing reception is always monitored and using appropriate back up support systems if required.
- To sort incoming mail and franking and dispatch of outgoing mail
- To word process and produce school documentation required by staff and departments as directed by Office Manager
- To create Excel spreadsheets as required by staff and departments as directed by Office Manager
- To be our liaison person for overseeing uniform sold directly by our supplier to parents and selling some minor items of stock still held by school and to monitor stock levels
- To support in the administration of first aid to pupils and staff as required
- Liaise with staff, parents/carers and external agencies as appropriate, sharing information as directed and ensuring local procedures are followed
- To photocopy and reproduce documents as and when required.
- To deal with all confidential matters with tact & discretion
- To carry out the above duties in accordance with Children's Services Equal Opportunities Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Word processing skills • Ability to effectively organise own workload • Ability to accurately input and check computer data • Ability to communicate effectively 		Application/ interview
Education & Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	NVQ in Business Administration	Application/ interview
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Microsoft Office (in particular Outlook, Word and Excel) 		Application/ interview
Experience	<ul style="list-style-type: none"> • Use of office systems 		Application/ interview
Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills • Ability to work in a team • Commitment to improving personal performance and supporting that of the service 		Application/ interview