



CULCHETH HIGH SCHOOL

➤ THE BEST THAT WE CAN BE

Administrative Support Assistant - Reception





› Letter from the Headteacher

Administrative Support Assistant - Reception

Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

This is an exciting and unique opportunity to work in a popular and over subscribed school and to make a contribution to shaping its future and continue building on its successes.

We are seeking an Administrative Support Assistant - Reception, to join our busy team, from early September 2017. The role involves working 3 days per week over 21 hours. The anticipated days of work are Tuesday, Wednesday and Friday from 8am until 3.30pm. The role is permanent and term time only, working 38 weeks per year.

The position involves working on our school reception for two days per week, providing a telephone answering service for the school and community users, greeting and dealing with visitors ensuring they are appropriately signed-in, whilst adhering to strict safeguarding procedures. One day per week will be spent in the school admin office.

Duties also include, general administration, managing post, proof reading, typing and filing. The provision of first aid cover is an integral part of the role and full first aid training will be provided. Whilst the position will specialise in reception and office duties, the job holder will also be expected to provide cover in our student services office.

The ideal candidate will have previous experience of working with students, be able to work independently and have a flexible attitude towards their duties. This is a varied, interesting but demanding role. You will be interacting with staff, students and the general public. The ability to be organised, accurate and have a very positive approach to your job responsibilities is essential. You will need to be resilient, calm and friendly, with exceptional customer service skills.

If you believe you can help us on our journey to becoming an outstanding school, then I look forward to receiving your application.

Thank you in advance for the interest you have shown.

Yours faithfully

C P Hunt (Mr)
Headteacher



Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people.

› Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (May 2014) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

› Our Philosophy

Under our maxim "The best that we can be" our mission is to develop the potential of each student and to ensure their full preparation for life beyond school. We pride ourselves not only on the high academic standards our students achieve but also on the richness of extra-curricular life - sporting, dramatic, musical – offered at Culcheth High. We also place great value on creating a fulfilling and inclusive environment and work hard to ensure that our students are happy, healthy and safe as well as successful. This has been endorsed, amongst other things, by the award of National Healthy Schools status.

Our core purposes as a school are to:

- Enable all students to achieve
- Allow all students to thrive in a safe and caring environment
- Guide all students to be confident, articulate and skilled citizens
- Lift aspirations through a passion for learning
- Engage parental and community support

A photograph of a classroom with large windows. A female teacher stands on the right, facing a group of students seated at desks. The students are wearing school uniforms. A projector is mounted on the ceiling. The text 'Our Staffing' is overlaid in large orange letters. A blue box with white text is at the bottom.

Our Staffing

We have a very capable and talented team of staff.

› Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

› Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities including a multi-gym
- Free parking



Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool.

High School
Specialising In
Humanities

› Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.

› Our Vacancy

Start Date:	Early September 2017
Closing Date:	Friday 30th June 2017
Grade/Salary:	Grade 4 £17,072 - £18,070 full time £8,178 - £8,650 pro rata, term time salary
Contract Type:	Permanent, 21 hours, 8am - 3.30pm, 3 days per week term-time only

Students work hard
and behave well.
They are respectful
to teachers and
other adults.
OFSTED



> Job Description

Hours of Work: 21 hours, 8am - 3:30pm 3 days per week term-time only

Responsible to: Headteacher's PA and Office Manager

The role involves working two days per week on the main reception area and one day per week in the main office.

Duties:

- To provide a telephone answering service for the school and community users
- To greet and deal efficiently and effectively with users in an appropriately welcoming and professional manner
- To provide a reception service for school and community visitors
- To ensure visitors are appropriately signed-in with the correct visitor pass, and strict safeguarding procedures are followed
- To provide first aid cover (so that students, staff and visitors are catered for) control of medical supplies and management of medical room
- To provide appropriate clerical support including word-processing and using SIMS, booking of rooms and facilities
- To provide appropriate clerical and administrative support including typing, data entry, filing, proof-reading and formatting of documents.
- To manage panic alarm response
- To sort, distribute and prepare all incoming and outgoing mail, including exam post
- To input, amend and up-date all student details to ensure information is current and that appropriate confidentiality procedures are followed
- To provide basic assistance with reprographics on an ad hoc basis
- To receive and respond to 'on call' requests

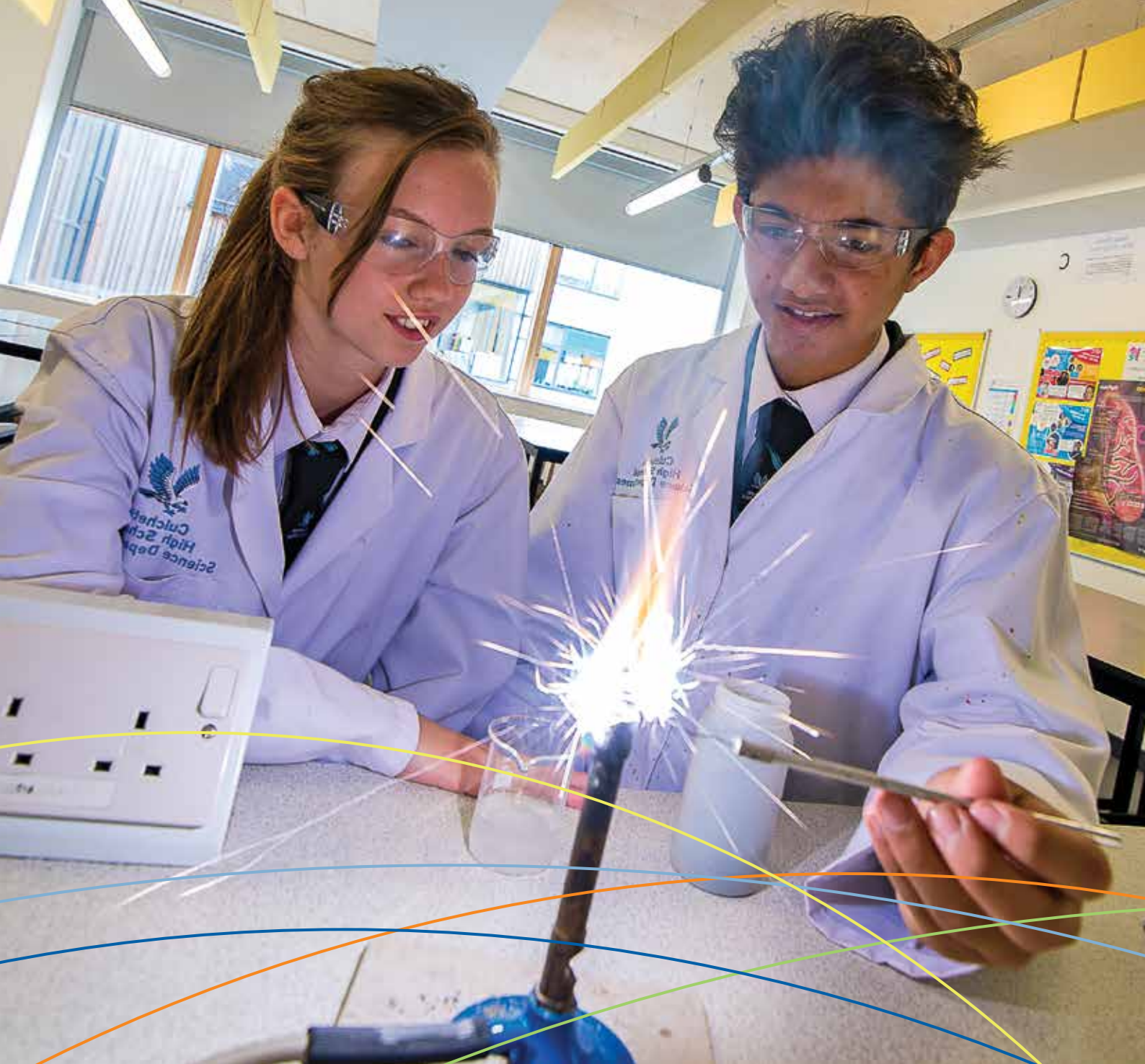
Other Duties (Student Services)

The following duties are undertaken by a designated Administrative Support Assistant but may need to be covered by Reception / Administrative staff during absence or periods of high demand:

- To provide appropriate support for student resources on a daily basis, including paying money in, lockers, timetables, uniform, signing-in late, lost property
- To be a first point of contact for student and staff concerns or requests for assistance (e.g. phoning home, sickness, peripatetic enquiries, paying in money, producing class lists and timetables using SIMS sending urgent messages)
- To demonstrate recognisable responsibility for those pupils who require an on-going emotional level of support to encourage attendance and acceptable behaviour
- To provide first aid cover and be the first point of contact for sick children and staff
- The management of stock levels of first aid equipment held in Student Services
- To collect and record monies for school productions/charity payments (e.g. Red Nose Day) and provide all necessary administrative support
- To manage the day to day running of the school shop selling uniform and stationery to students in student services, providing administrative support and send a report of stock sold and held. (This task includes the weekly banking of uniform money to the finance department and record keeping of stock held in student services)
- To manage and prepare required administration for the effective running of the school uniform lending bank
- To manage the loan of lift passes and provide all required administrative support
- To process the signing in/out of all students during the school day making the initial decision as to whether they should attend lunchtime detention, ensuring SIMS Attendance database is up to date at all times. To include the monitoring of students identified as 'at risk'
- To update/produce data control and tracking tools
- To manage the Student Information Folders (SIFs)
- To provide a telephone answering service for the school and pick up the main school voicemail messages daily

Students are respectful towards each other and their teachers. They support the learning of all by working together well.

OFSTED



> Person Specification

	Essential	Desirable
Skills and Abilities		
Ability to work effectively both within a team environment and independently	✓	
Excellent communication skills with the ability to build effective working relationships with colleagues and students	✓	
Ability to establish sensitive and supportive approaches to dealing with students and general public whilst maintaining control and adhering to safeguarding requirements	✓	
Ability to respond effectively to unforeseen occurrences whilst adhering to school rules & procedures without constantly consulting others	✓	
Ability to adapt and effectively respond to the changing demands of the job	✓	
Good numeracy and literacy skills	✓	
Ability to prioritise workload often within an environment of interruption	✓	
Experience of dealing with cases of sickness and injury in staff and students		✓
Exceptional customer service skills	✓	
Ability to work within recognised procedures and instructions to the needs of the school	✓	
Able to proof read, type letters and input information into relevant spreadsheet or database	✓	
Emotionally resilient and able to work with students who may exhibit demanding behaviour or have additional needs	✓	
Knowledge and Experience		
Experience of using SIMS (Student Information Management System) or other database	✓	
Experience of working in an office environment	✓	
Experience of working in an educational setting		✓
Experience of working on a reception area	✓	
Ability to be systematic and well-organised in all aspects of the job	✓	
Knowledge and understanding of all Microsoft Office packages with regular use of Excel and Word	✓	
Proficient use of ICT packages and keyboard skills	✓	
Qualifications		
GCSE Maths and English Language at grade C or above	✓	
First Aid at Work qualification or willingness to undertake training	✓	
Professional Values and Practice		
Experience of providing sensitive, supportive and informative customer service	✓	
Smart and professional appearance	✓	
Ability to demonstrate an inclusive approach to staff, students, parents, carers and visitors irrespective of social, cultural, linguistic, religious and ethnic backgrounds	✓	
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice	✓	
Ability to maintain confidential and highly sensitive data	✓	
Ability to improve own working practice through observations, evaluation and discussion with colleagues	✓	
Professional in approach and appearance	✓	



GH SCHOOL



› Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post. The completed application form should be emailed to info@culchethhigh.org.uk or posted to:

Headteacher
Culcheth High School
Warrington Road
Culcheth
Warrington
WA3 5HH

Closing Date: Friday 30th June 2017

Interview Date: 6th and 7th July 2017

For further details please contact the school office on 01925 767587 or for additional information about the school please visit the website www.culchethhigh.org.uk

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

› Visits

Visits to the school are warmly welcomed and can be organised by contacting the schools office on the telephone number above.

› Background Checks and Safeguarding Students

Culcheth High 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 position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

Thank you for considering Culcheth High School and we look forward to receiving your application.



**CULCHETH
HIGH SCHOOL**

> THE BEST THAT WE CAN BE

Warrington's Highest Performing School at GCSE in 2016

78% of students gained **5 A* - C**
GCSEs including English and
Mathematics

55% of students gained at least one
A* or A grade

33% of students gained 3 or more
A* - A grade

26% of all GCSE grades were an
A* or A grade

Culcheth High School

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Website: www.culchethhigh.org.uk

