Receptionist

(Salary up to £17,007*)

Required September 2018





The Bishop of Llandaff
Church in Wales High School

Headteacher's welcome

Thank you for your interest in the **receptionist** post currently advertised at the school.

We have one clear aim… to make The Bishop of Llandaff the best school in the country! We want our students to succeed academically, develop the broad range of skills necessary to prepare them for adult life and become outstanding citizens of our ever-changing world. We hope to contribute the happiness of each student by providing them with a first-class platform for the future.

The level of academic achievement at The Bishop of Llandaff is very high. In 2017, the school achieved outstanding examination results at both GCSE and A Level. At GCSE 94% of our Year 11 students gained 5 or more A*-C grades at GCSE, with 85% including English Language and mathematics; 41% of students achieved at least 5 or more A*-A grades and nearly 40% of all grades were at A*-A. At A level, students enjoyed similar success with 100% of students achieving the level 3 threshold and 88% gaining A*-C; 64% of all grades at A*-B and 38% at A*-A.

The students, as you will see for yourself should you visit us, are happy, articulate, hard-working and very positive about the school. They genuinely are an asset to our community and are incredibly friendly. They want to receive a high quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the students in our care with an exceptional education. Our families are unstinting in their support of the school and our governors provide highly effective support to help strengthen the opportunities and experiences available to all of our students.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking for the finest staff to work with our students. This is what they deserve and, ultimately, it is my role to ensure we find, recruit and develop our staff fully. We do not accept poor performance in any area of our work and we do not aspire for anything short of "excellence". As a consequence of the great relationships between staff and students, incidents of poor behaviour are rare; as a community, we laugh a lot and we really enjoy coming to work/school.

As a school we are genuinely committed to developing the talents of our staff. The school was inspected by Estyn in the spring of 2018 and was awarded "excellent" judgements in every category, one of a few across all schools in Wales. However, while we are very pleased with the feedback, we are committed to continuous improvement and seek to build on this platform. I genuinely believe this post represents an exciting opportunity for someone to join a forward thinking group of staff and help support the school to go from strength to strength.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

If you would like to come and see us in action, please feel free to make an appointment with my PA, Leah Pucknell. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli
Headteacher











A culture of extremely high expectations permeates all aspects of school life
Estyn

About the school and role

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 300 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last four years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2018, the school was inspected by Estyn and received 'excellent' judgements in all areas of the common inspection framework. A copy of the report can be accessed via the following link Estyn report

The school has a successful track record of supporting and working in partnership with other schools. As a regional hub within Central South Consortia, the school provides cross-phase programmes covering areas within leadership, curriculum developments and learning and teaching. In addition, the school is an English curriculum hub school supporting secondary schools to help raise standards at key stage 4 and key stage 5.

The role

All support staff play a crucial role in supporting learning within the school. As Receptionist, the successful candidate is responsible for greeting visitors, answering the main school switchboard, sorting and distributing post and supporting the smooth running of the school by contributing to administrative processes managed within the main office. In addition, the role requires an awareness of health and safety issues, including involvement in fire drill procedures and ensuring that visitors to the school are managed in accordance with relevant school policies.

The receptionist is based in the main office of the school. The environment is busy (as you would imagine in a school!) but a friendly atmosphere of work. A range of staff work within the office, with clearly defined roles. These include an office/data manager; admissions officer; finance assistant; attendance officer and receptionist. The members of staff work incredibly well as a team to support each other in fulfilling their duties.

As a key post within the school, the successful candidate will be expected to demonstrate a high level of customer service, and strong communication and people skills.

Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

Each year group is made up of at least 180 students, with 150 of these places reserved for foundation places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

School Mission and Core Purpose

"Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves "as they are fully known" in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.

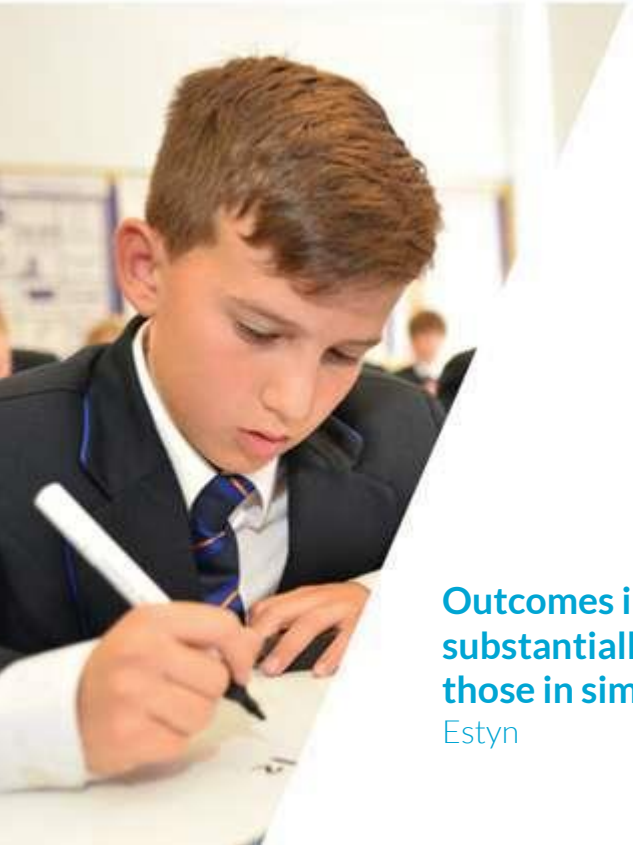
Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents".





Worship is a dynamic part of every school day, far more than is usual in a secondary school
Section 50





Outcomes in key stage 4 are substantially higher than those in similar schools
Estyn

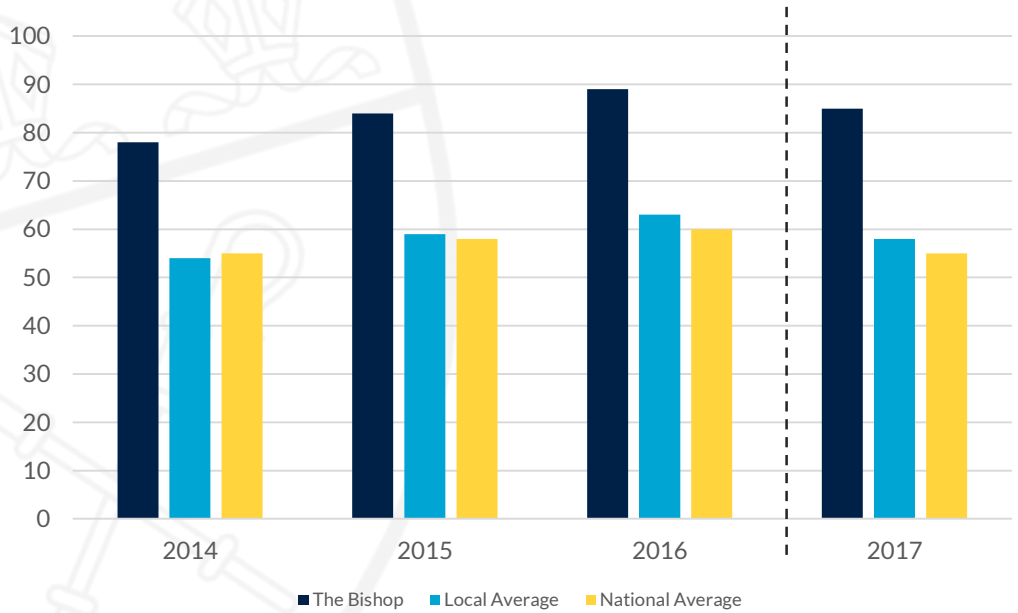
School performance

Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very roud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ays to improve in the very few areas which are less effective. We work tirelessly to build on our successes id raise performance where needed to help make the school the best in Wales. Performance against most indicators places the school in the top 25% of similar schools (based on free school meals entitlement).

GCSE Results

017, 94% of students achieved 5 or more A*-C grades at GCSE, with 85% including English Language and ıematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally.

% 5 or more A*-C including English and mathematics*



***comparative performance prior to reformed qualifications and measures introduced in 2017. Therefore, it is not possible to make meaningful comparisons between old and new key performance measures.**

AS/A Level Results

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools for the indicators against all important indicators. Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

Job description

Job Title Receptionist

CONTRACT DETAILS

Salary Scale Salary up to £17,007*
* Full time equivalent (40 Weeks; 37 hours per week)

LINE MANAGER

Office Manager

JOB PURPOSE

To provide a professional reception service for the Main Office and to support the effectiveness of the school through providing general administrative support.

RESPONSIBILITIES

Reception Duties

- To be the first point of contact for the Main Office at The Bishop of Llandaff High School;
- To answer calls politely, quickly and efficiently;
- To meet and greet parents and visitors in a friendly and courteous manner;
- To liaise with the main office for daily fire drill report at 9.00am;
- To sort incoming emails/faxes and signpost to appropriate individuals;
- To be responsible for taking delivery of parcels and their distribution;
- To sort and distribute incoming/outgoing mail for the Main Office.

Administrative Support

- To undertake general typing as required and directed by line manager;
- To maintain an attendance log – sickness, late and holiday details;
- To maintain form register folders;
- To provide reprographics cover before 8.30am;
- To undertake the daily check of school dinner tickets;
- To file examination certificates;
- To deal with lost property and associated enquiries;
- To provide general assistance to the Office & Data Manager on any other ad hoc areas.

General

- To maintain a professional relationship at all times when dealing with students, staff and visitors;
- To be responsible for own professional development and participate in the performance management cycle;
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school's Equal Opportunities Policy;
- To comply with all Health & Safety legislation and School Policies as appropriate;
- To take reasonable care for the Health & Safety of yourself and other persons who may be affected;
- To adhere to the General Data Protection Regulations and the Cardiff Council Confidentiality Agreement when handling student and staff information;
- To promote and safeguard the welfare of children and young people with whom they come into contact.

Other

- To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher.





Students display exemplary behaviour in lessons and engage well with teachers and support staff

Estyn

Personal specification

The successful candidate must

- have an approachable manner and experience of working with young people;
- possess strong communication (oral and written) and interpersonal skills;
- have strong literacy and numeracy skills;
- have good IT skills (able to use a range of Microsoft Packages);
- be able to use SIMS packages or be willing to learn quickly to undertake essential duties;
- be well organised and work with initiative;
- be professional, hardworking and reliable;
- have a proven ability to prioritise work, to juggle a variety of different tasks, completing them by the required deadline;
- remain calm under pressure;
- be supportive of our inclusive Christian ethos;
- be a team player;
- be proactive;
- have personal integrity and the drive to do what is best for the students;
- have high expectations of themselves and others;
- be willing to learn and develop within the role; and
- have a sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.





The school is excellent at developing person qualities and achievements

Section 50



Cardiff is considered the 'third best' capital city in Europe
European Union Survey

Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. Delegates are charmed by the combination of old and new that unite to create an exciting modern city. As well as this, Cardiff is the closest capital to London being just 2 hours away and is easily accessible by rail, road and air.

Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.

What we offer as an employer

We want to ensure that we attract the very best candidates to work at The Bishop of Llandaff so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become "the best they themselves can possibly be", the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government.
The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services, MOT repair support and full access to the school's health and fitness room. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.



Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines

- your reasons for applying for this position and a vision of what you will bring to the role;
- your experiences to date which you feel make you a suitable candidate; and
- an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Leah Pucknell, PA to Headteacher at pucknelll@bishopofllandaff.org FAO Marc Belli, Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

Recruitment Timeline

Closing Date	19th June 2018;
Short-listing	20th June 2018;
Interview Date	Week Beginning 25th June 2018; and
Start Date	1st September 2018



Leaders demonstrate its strong appreciation of the commitment of staff. This has resulted in a highly motivated team that aims for continuous improvement

Estyn

The Bishop of Llandaff CiW High School
Rookwood Close
Llandaff
Cardiff
CF5 2NR
Website: www.bishopofllandaff.org
Twitter: @bishop_llandaff

Useful Statistical Information

Age Range	11-18
NOR	1,300
% eFSM	8.4%
% SEN	6.1%
% EAL	2.4%
Student Teacher Ratio	16.5

GCSE Results

5A*-C inc. En/Ma	85%
5A*-C	94%
5A*-A	41%
Capped Points Score	425

A Level Results

A*-A	38%
A*-B	64%
A*-C	88%
A*-E	99%