



**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

**RECEPTIONIST/CLERICAL ADMINISTRATOR**

# **CANDIDATE PACK**



**WWW.BOTELER.ORG.UK**

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# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Receptionist/Clerical Administrator vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

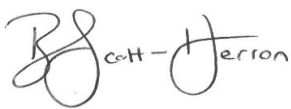
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 5 Primary Academies, 5 Secondary Academies and one 6th Form Academy/College.

- Great Sankey Primary School
- Penketh South Primary School
- Broomfields Junior School
- Meadowside Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Padgate Academy
- Penketh High School
- Sir Thomas Boteler Church of England High School
- Priestley College
- Appleton Thorn Primary School

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God's creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
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THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

# OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

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**POST:** Receptionist/Clerical Administrator

**SALARY RANGE:** Grade 4 points 6-7

**RESPONSIBLE TO:** Office Manager

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## PURPOSE:

The post holder will work as part of the busy school office team in providing an efficient administration service for the whole school. The post is primarily working as the school's receptionist, answering telephone calls and emails, taking messages and safely signing in visitors and students. You will be the first port of call for all visitors so as the face of the school you must be professional and courteous with good communication skills. Some clerical work will also be required as part of the role, including word processing and using spreadsheets, supporting the administration of the attendance and behaviour management systems, handling student and staff enquiries and providing general clerical support to teaching staff.

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## PRINCIPLE ACCOUNTABILITIES:

- Provide the main reception service, handling calls to the switchboard and enquiries from students, parents and visitors. Receive parents, visitors and representatives at reception, arranging for them to be taken to the appropriate staff and locate students if required.
  - To be the face of the 'Boteler Family' and to have outstanding communication skills with all stakeholders.
  - To communicate effectively and direct students regarding standards of uniform and expectations on a daily basis, when they come into reception.
  - Provide general clerical support to teaching staff assisting in the preparation of letters to parents, photocopying etc.
  - Manage the external post and communication system (e.g. internal and external post, Arbor communications, email).
  - Carry out duties with due regard to confidentiality and data protection regulations particularly with regard to student data.
  - Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times.
  - The post holder is responsible for the safeguarding and promotion of the welfare of children.
  - Act as a first aider (full training will be provided).
  - Undertake such additional duties as are reasonable commensurate with the level of this post.
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## KEY KNOWLEDGE & SKILLS:

- Sound knowledge of Microsoft software and Arbor

- Excellent communicator both verbally and in writing with the ability to deal sensitively with all customers.
- Good keyboard skills
- Ability to work as part of a team
- Professional attitude

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## EVENTS TO ATTEND:

- Department meetings
- Staff meetings
- Other school events and meetings as directed by the Headteacher

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## WORKING RELATIONSHIPS:

Internal – Teaching and Support Staff, Governors

External – Parents/Carers, TCAT Staff, LA Staff, Public

**The duties outlined in this job description are in addition to those covered by the latest Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
5 GCSEs or equivalent including English and Maths	✓	
Willingness to participate in relevant training and development opportunities	✓	
ICT capability	✓	
<b>FAITH STATUS</b>		
Committed to implementing the school's Christian mission statement	✓	
Actively involved in the life and worship of a church, as recognised by churches Together in England		✓
<b>EXPERTISE</b>		
Ability to work both independently and as part of a team	✓	
Ability to listen and communicate effectively	✓	
Experience of using the schools Arbor system		✓
Ability to build and maintain effective working relationships internally and externally	✓	
Ability to promote a positive ethos	✓	
Ability to work effectively in a high-pressure environment	✓	
<b>KNOWLEDGE AND UNDERSTANDING</b>		
Good listening skills	✓	
Effective written and verbal communication skills	✓	
<b>PERSONAL SKILLS AND ATTRIBUTES</b>		
Excellent attendance	✓	
Excellent punctuality	✓	
Committed to inclusive education	✓	
Good decision making skills	✓	
Good communication skills	✓	
Able to work independently	✓	
Excellent interpersonal skills	✓	
Able to work as part of a team	✓	

Show clear understanding of the need for integrity/confidentiality	✓	
Reliability	✓	
Ability to work flexibly and to manage time effectively	✓	
Able to reflect and learn from experience/feedback	✓	
Resilience	✓	
Willingness to take part in first aid qualification.	✓	

# APPLICATION PROCESS

Please visit our website's vacancy page and complete the support Staff Application Form along with the Rehabilitation of Offenders Disclosure Form. Forms should be returned to:

**Miss Jenny Muckley**  
**HR Manager/Headteacher's PA**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

**Telephone: 01925 636414**  
**Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)**

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**

**'ALL SCHOOLS SHOULD BE LIKE BOTELER.  
 I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO  
 ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,  
 GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET  
 ANY CHILD SLIP THROUGH THE NET.' - LIZZIE HAZELDINE, STUDENT TEACHER**



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