



BURY GRAMMAR SCHOOLS

EMPLOYMENT OPPORTUNITIES

RECEPTIONIST

CLOSING DATE: Wednesday 19th February 2020, 9.00am

Interviews to be held: w/c Monday 24th February 2020

“A positive and uplifting environment”

THE GOOD SCHOOLS GUIDE, 2018

WELCOME

WHY JOIN BURY GRAMMAR SCHOOL?

Bury Grammar School is a forward-thinking, vibrant and modern family of schools. We are proud of our rich heritage and the tradition of academic excellence combined with exceptional pastoral care. Our aim is to offer an outstanding and unrivalled education in which pupils are inspired to work hard, aim high and achieve. We have a strong commitment to retaining the long-held traditions, values and ethos of each of the Bury Grammar Schools, while preparing pupils for lives in an ever-changing world. We take enormous pride in our 450-year history, whilst looking to the future with confidence, openness and optimism. We are proud to be a leading academic school with a big heart.



Bury Grammar School is a dynamic and exciting place to work and employs over 230 staff across a wide variety of roles. Every member of staff employed by Bury Grammar School has an impact on our pupils and we aim to recruit the highest calibre professionals who are passionate about our school aims: Scholarship, Character, Partnership and Enrichment.

We foster strong leadership and management by empowering and involving staff in strategy and decisions. We have an established CPD programme that provides our staff with every opportunity to continue their own learning journey. We recognise that delivering continuous improvement is key to the success of every individual and to Bury Grammar School as a whole and we value all our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. In short, we aim to be both an excellent school and an excellent employer.

Most unusually in the independent sector, our pupil roll is growing: our Primary Schools are flourishing and both Senior Schools recently moved from three to four-form entry. Our excellent results are improving still further, the School's reputation is thriving and in 2020 the School celebrates its 450th birthday.

This is the perfect moment to join Bury Grammar School.



BENEFITS OF WORKING AT BGS



At BGS, we value our staff highly and recognise that all our staff are our most important asset. Our aim, therefore, is to ensure that all staff at BGS receive high quality provision for their developmental needs so that the education we provide our pupils is of the highest standard.

The school also seeks to enable those who wish to progress their careers into middle and senior leadership to be enabled to do so whether such opportunities arise at BGS or elsewhere. In addition, we want colleagues to feel empowered to take the initiative, to run with their own ideas and to consider that they are always learning. By having such a mind-set we are role models for the behaviour we want our pupils to adopt.

We pride ourselves on the best support and care for our academic, support and bursarial staff as we believe firmly that a school is only as strong as those working within it.

In addition our staff enjoy the following benefits:

- Pension Scheme
- Induction, support and personal development
- Generous holiday allowance for support staff
- Family- friendly policies
- Complimentary lunch in our Dining Hall
- Free access, at stipulated times, to our extensive sports facilities
- Friendly staff common room and active programme of social activities
- Cycle to Work salary sacrifice scheme
- Access to borrow books from our library
- Fee remission scheme
- Specsavers Corporate Eye Care Scheme
- Free Parking on site
- Pay progression
- Free afterschool club care

"I love working at BGS! There is an inspirational sense of scholarship and history around the whole school which generates great pride amongst its community. My role offers a huge variety of opportunities, not least the chance to work with high calibre colleagues and aspiring, dedicated pupils."

Mr T Seed, English Teacher & Literacy Coordinator

UNIQUE STRUCTURE

Diamond model school

Bury Grammar School is a 'diamond model' school which means that it combines both single-sex and co-educational teaching in the same organisation.

The youngest children are taught in co-educational teaching groups in the purpose-built Kindergarten and Infant School. Pupils are then taught in single-sex teaching groups in separate buildings from Year 3, which continues until the pupils complete their GCSEs, although there is some co-educational teaching. After GCSEs pupils progress into the purpose-built co-educational Sixth Form for their A Level study.

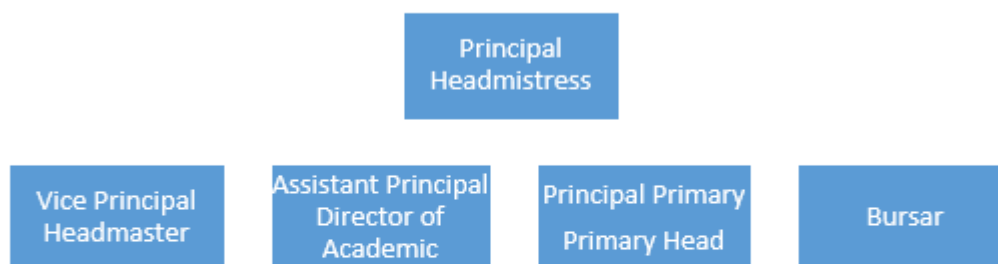
We believe that our model provides the 'best of both worlds' within our family of schools. During the pupils' formative years (between Years 3-11) they have the focus of single-sex teaching and tutor groups which allow lessons to be specifically tailored to their needs.

Pupils are able to mix socially outside of lessons and extra-curricular activities are mixed.

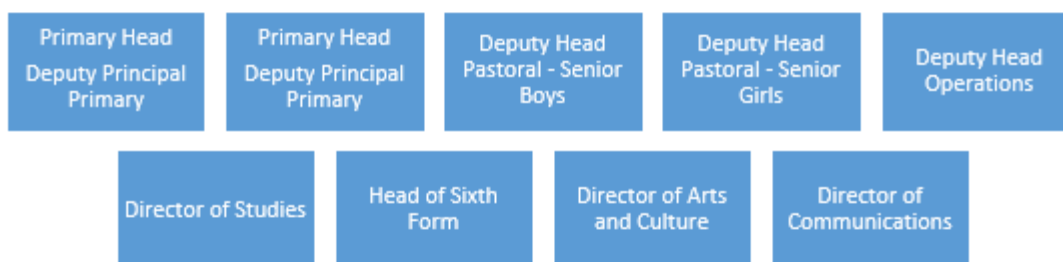


LEADERSHIP STRUCTURE

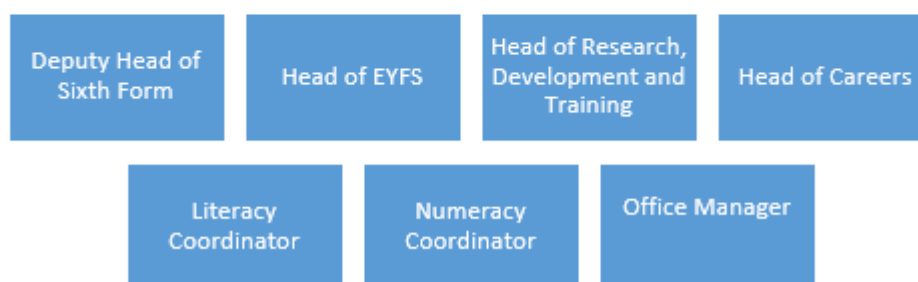
The Directorate



The Senior Leadership Team



The Senior Management Team



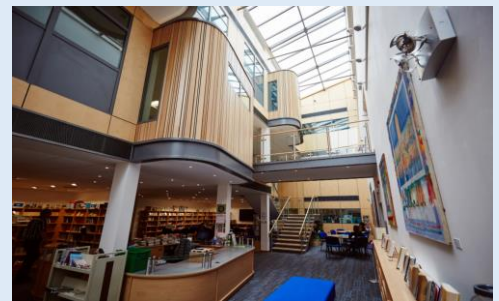
What makes Bury Grammar School so successful? From a leadership perspective, it is our collaborative ethos, the absolute commitment of every leader to the whole school and not just their 'own' area, a willingness to work together and be generous with ideas and time, and an unwavering focus on what is best for the pupils. We also enjoy each other's company and take a pride in each other's achievements. All new members to the team must actively support this collaborative ethos if they and the School are to succeed; and of course this approach makes life as a BGS senior leader all the more rewarding.

The School operates as one staff - where colleagues are expected to teach both boys and girls – and there is a unique leadership structure in which the Principal is also the Headmistress whilst the Vice Principal is the Headmaster. The Bursar oversees the School as a business, the Assistant Principal (Director of Academic Provision) ensures the highest academic standards are met and the Principal of the Bury Grammar Primary Schools directs the work of the Kindergarten, Infants and Juniors. These five colleagues make up the Directorate.

On the SLT there are two Deputy Heads (Pastoral) in the Senior Schools who are Designated Safeguarding Leads and oversee welfare and pastoral care in each school. The day-to-day running of the School is overseen by the Deputy Head (Operations) who also supports the vital extra-curricular programme of the school. The new Primary Head (Deputy Principal of Primary) will also join our Senior Leadership Team.

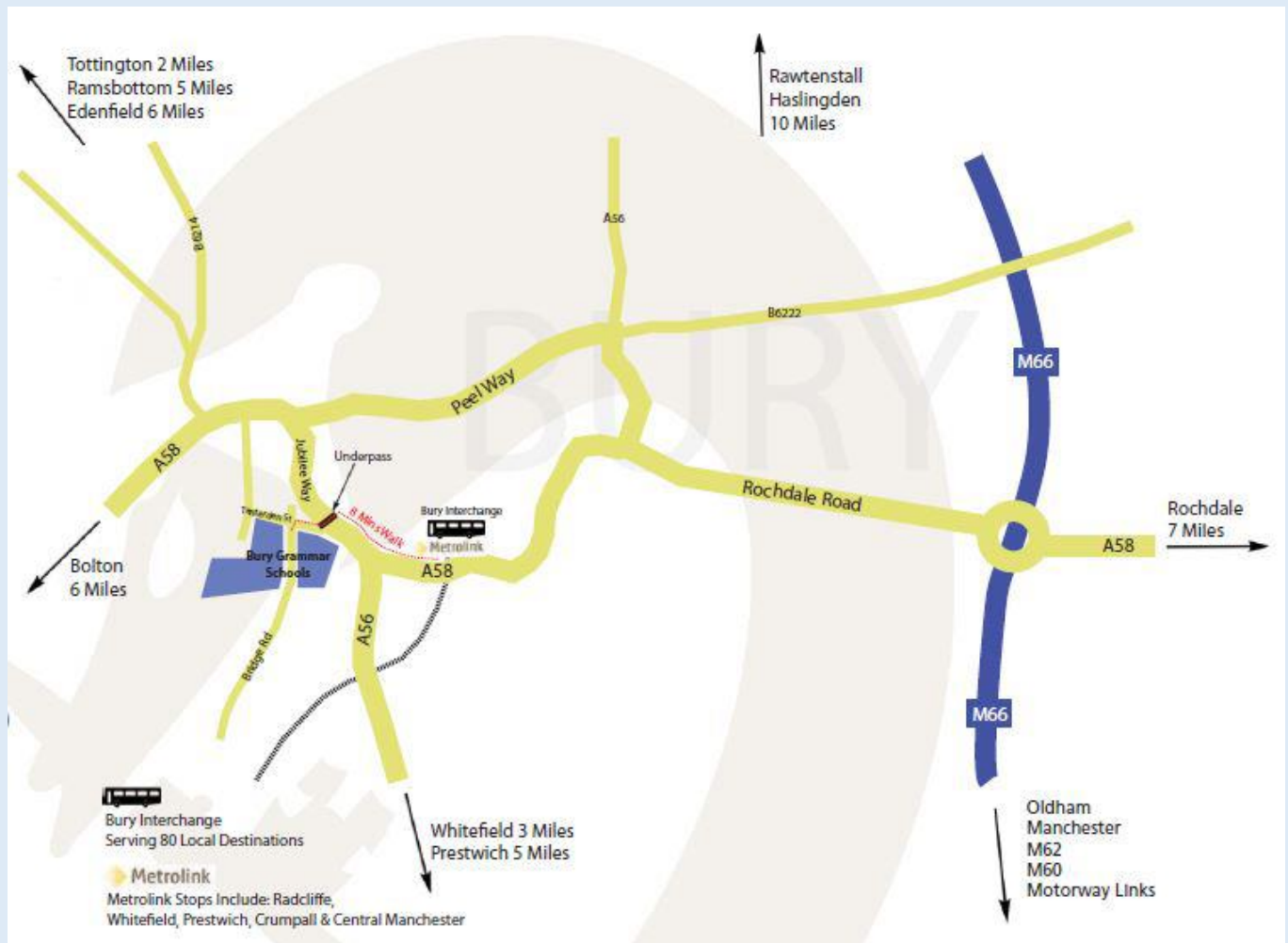
FACILITIES

Bury Grammar School dates back to 1570 but the current campus was established in 1903 and is located in a leafy, 45-acre estate in Bury, Lancashire. Although much of our Girls' Senior School dates back to 1903, we have added to the estate in almost every decade since, ensuring that the School provides a sense of grandeur and tradition along with leading-edge architecture and facilities to all our pupils. The estate allows the School to offer extensive sporting and enrichment activities to all our pupils and provides an ideal learning environment for all academic subjects.



HOW TO GET TO BGS

Our Schools are based in the heart of the Lancashire countryside in the centre of Bury and are very easy to reach with the M66, M60 and M62 just minutes away. It is a five-minute walk from the Bury Interchange.



Bury Grammar School is a leading academic institution and the school of first choice for pupils, parents and staff in the area.

BURY GRAMMAR SCHOOLS IS CURRENTLY SEEKING TO APPOINT

RECEPTIONISTS (2 POSTS)

Salary: £16,884 pa

The role

If you excel in receptionist and administrative duties and have a proficiency in IT skills, we would love to hear from you. Successful candidates will have excellent communication skills with a professional and friendly manner. You will have a flexible approach and a high level of commitment to join our busy and committed team. Excellent customer service skills are essential for these roles.

Applications

Application is by submission of the School application form and covering letter addressed to the Office Manager, Mrs Alison Cloke, (no more than two sides) in which you refer to the criteria set out in the person specification and outline your vision for the role.

The application form and further details of this post can be found via our school website using this link:

<https://burygrammarschools.breathehr.com/recruitment/vacancies/11835>

Once completed, the application form and covering letter must be uploaded on Breathe HR via the school website, or emailed to vacancies@burygrammar.com no later than **9.00am, Wednesday 19th February 2020**. **Interviews will be held w/c Monday 24th February 2020.**

BURY GRAMMAR SCHOOL

Job Description

Receptionist

Job Title:	Receptionist
Hours per week:	37.5 hours
Hours of work:	7.45am to 4.30pm with 45 minutes for lunch, Monday to Friday
Salary:	£16,884 pa
Contract:	Permanent
Reporting to:	Office Manager

Overall purpose of the job

The role of **Receptionist** is an integral part of the Communications and School Information Team. You will be responsible for providing excellent customer service to all stakeholders, internally and externally, and you will be a main point of contact for School.

Key responsibilities

- Ensure the smooth running of a busy school reception
- To be the first point of contact for all stakeholders via telephone, email and face to face and to greet everyone in an extremely professional and friendly manner
- Greet visitors on arrival and ensure visitors are correctly signed into school adhering to our safeguarding policy and connect them with the appropriate party
- To ensure that the reception area is always manned
- Deal with enquiries via the telephone and face to face, providing information where required and reaching the best possible outcome of each interaction
- Answer the phone in a timely manner and direct calls to the correct area within school
- Assist with communication and administration across the school where required
- General administrative duties, including daily, weekly and monthly administrative tasks and projects
- Working as part of a team to reach the common goals and objectives of the school
- General day to day support in all areas of the school
- Cash handling and responsibility for daily banking
- Responsibility for processing daily outgoing mail from several sites
- Responsibility for processing daily internal mail from several sites
- Ordering stock and ensuring iFinance is updated in relation to purchase orders and receipts
- Responsibility for accurately updating the school database
- Have experience in using a school management information system
- Have exceptional communication skills in all areas

School Development

- Reviewing and evaluating procedures, identifying opportunities for improvement and development, and working with relevant staff to implement workplace efficiencies;
- Assisting in the implementation and development of electronic procedures and efficient, effective organisation.

General Duties

- Work flexibly to meet the School's requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends;
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues;
- Be committed to safeguarding and promoting the welfare of children at all times;
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post;
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety;
- Value diversity and promote equal opportunities;
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable;
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice;
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively, as well as behave in a manner consistent with the Schools' Values at all times;
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably changes; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.

Person Specification: Receptionist

Qualifications	Desirable	Essential
Further Academic Qualifications	✓	
GCSE in English A-C		✓
GCSE or equivalent Maths A-C		✓
Experience		
Experience of working within an Independent School	✓	
Experience of working as a Receptionist		✓
Knowledge		
Knowledge of the education system	✓	
Knowledge of iSAMS	✓	
Knowledge of the signing-in system 'inVentry'	✓	
Knowledge of the cashless catering system 'Live Register'	✓	
Knowledge of the purchase ordering system 'iFinance'	✓	
Knowledge about the importance of 'Child Protection and Safeguarding' issues		✓
Skills		
Have a committed and professional approach		✓
Have excellent customer service skills		✓
Excellent English Language and communication skills		✓
High level of customer service skills, including a confident telephone manner		✓
Strong organisational skills		✓
An ability to carry out administrative tasks accurately and efficiently to meet strict deadlines		✓
Proficient in using Microsoft package: Word, Outlook, Excel		✓
Keen eye for detail		✓
Excellent time management skills		✓
A pro-active approach to work		✓
Ability to work well under pressure		✓
Ability to follow clear administration processes		✓
Ability to see a task through to completion		✓

GUIDANCE NOTES FOR APPLICANTS

Rehabilitation of Offenders/Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to your employment. Bury Grammar Schools comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as "spent". "Spent convictions" can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 required Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post-holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools' policies.

Evidence of permission to work in the UK

Prior to being permitted to commence employment with Bury Grammar Schools, you will be required to produce documentary evidence of your right to work in the United Kingdom. You could provide, for example, either a British passport or a passport or a National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be provided at interview stage. For further information, please refer to the Home Office website ww.bia.homeoffice.gov.uk.

Safer Recruitment

Bury Grammar Schools are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory reference and confirmation of medical fitness for the post.

**Bury Grammar Schools welcomes Diversity and is Inclusive of all Cultures,
ensuring all are respected and valued for who they are as an individual, and as a group.**

HOW TO APPLY

Completing your application form

To apply for this position, please complete all sections of our application form. You are also required to complete a covering letter of application, but in Microsoft Word format only. Please do not submit your CV, even to supplement your application as this will not be considered.

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history. You need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification.

Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job. It is important that you fully complete your application as all shortlisting decisions are based on the essential criteria in the person specification and only those candidates who are the closest match to the identified criteria will be invited for interview.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview and these are verified as genuine.

BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you, provided by you, or by third parties such as referees, relating to your application or future employment. If you are unsuccessful then your information will be retained for six months from the closing date. If you are successful, then your information will be transferred to your personnel file.

Keeping your information secure

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the General Data Protection Regulation and our Data Protection Policy.

Assistance with your application

If you need any assistance in completing your application, please contact the HR Department on 0161-696 8600.