



Loyauté m'oblige

ST CLEMENT DANES SCHOOL

Appointment Brief for
Receptionist

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





ST CLEMENT DANES SCHOOL

Dear Applicant

Thank you for your interest in the post of Receptionist starting in June 2021.

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. It has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding'.

St Clement Danes has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand. Outcomes at all levels are excellent and in particular the school prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. There is plenty of scope for you to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding'.

St Clement Danes is an outward facing school, it leads the Herts & Bucks Teaching School Alliance, is the lead school of the Hertfordshire Challenge Partners hub, leads the Science Learning Partnership across a wide area of London and the South East and is one of a select few National Computing Hubs. We are proud to be part of Danes Educational Trust, more information about the Trust can be found [here](#).

Relationships between staff and students are a great strength of the school. Students respect staff and appreciate their efforts as they "move from one high-quality learning experience to another." The school prides itself on nurturing students' talents, whatever they might be as evidenced by phenomenal success in sport, wonderful drama productions and an enviable programme of music.

The school site has benefited from extensive investment over recent years including an art and maths building, dance studio, learning resource centre and pastoral hub. The school is clean, green and well cared for; visitors remark on the attractive working environment enjoyed by staff and students alike.

Working at St Clement Danes means working with a talented, inspirational, and innovative team of teachers and support staff at the heart of the local community. We believe in making a real and lasting positive difference to every learner's life at St Clement Danes. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MR T SUTHERLAND
Headteacher





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all

**Job Title: Receptionist****22.5 hours per week (8.00am-4.00pm Wednesday-Friday)****Term Time plus 6 days' holiday working and 3 INSET days****H3 Point 5: £19,312 + £898 fringe allowance FTE (pro rata)****Actual salary including fringe allowance: £11,007.19 per annum****Start Date: 7th June 2021 (or as soon as possible)****Core Purpose**

To provide reception services at school and fulfil specified administrative responsibilities.

Main Duties and Responsibilities

- Receive all incoming telephone calls to the school
- Receive visitors to the school
- Deal with all incoming and outgoing post
- Order and maintain a stationery supply for Administration and whole school distributions (e.g. envelopes) to students and parents
- Attend and record information in staff briefing each Friday
- Maintain SLT and SLT+ detentions, registering on SIMS and advising parents
- Ensure Internal Communication e.g. telephone listing is up to date with starters and leavers
- Liaise with bus companies informing them of term dates and special occasions and in general
- Issue temporary bus passes to students if they are eligible
- Maintain all pigeon holes staff room/visitor reception
- Maintain up to date lists of confiscation items
- Ad hoc administration duties

Job Description



DANES EDUCATIONAL TRUST



Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the School Services Manager and is a member of a small team of reception and administrative staff.

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, governors, advisors, hirers of school facilities and all other visitors to the school.



We are looking for ...

Knowledge, Experience and Training

- Experience of working in a school
- Excellent organisational skills
- Ability to communicate at all levels
- Knowledge of IT systems, i.e. Word, Excel, Outlook
- Knowledge of school procedures
- Understanding of the needs of the students, visitors and staff
- A natural aptitude to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.*

Person Specification



DANES EDUCATIONAL TRUST



St Clement Danes School

St Clement Danes is an oversubscribed, highly regarded school situated in Chorleywood on the border between Hertfordshire and Buckinghamshire. It has been led by Toby Sutherland since January 2018, when the previous Headteacher, Dr Josephine Valentine OBE, became CEO of the Danes Educational Trust. With over 1000 applicants for 240 places annually, it is a popular local choice. It is partially selective, allocating 10% of places based on musical aptitude and 10% on the basis of an academic test coordinated through a local consortium of schools. This allows some students to gain places who do not live in the immediate vicinity of the school; however, the majority of students live in close proximity. When last visited by Ofsted, it was awarded outstanding in every one of the then 31 measures. Since then, it has more recently been awarded 'World Class School' status, an accolade awarded to schools who have moved 'beyond outstanding' and currently only held by a small number of schools nationwide. In 2016, it was one of the very first schools to be awarded Platinum Science Mark in recognition of its excellence in science teaching. It has a proud history dating back to 1862 and celebrates an annual Commemoration Service in St Clement Danes Church in the Strand.

The school regularly appears in lists of the top comprehensive schools in the country. During the tenure of the former Headteacher, outcomes at all levels improved significantly, with cohorts of students whose ability on entry at Key Stage 2 has remained broadly similar. In 1999, 59% of students achieved 5A*- C at GCSE; in 2019, 70% achieved grade 5 or above in English and Maths. In particular, it prides itself on the progress of its students. In 2019, the Progress 8 measure was +0.48. It is far from being complacent about its success; instead, it is a reflective, innovative, outward looking school which embraces change. There is plenty of scope for the successful candidates to help move the school forward; ensuring that St Clement Danes is consistently 'beyond outstanding' and maintains its outcomes in an ever changing educational landscape is a challenge which excites all members staff.



St Clement Danes is at the centre of system leadership in the region and nationally. It was designated a National Teaching School by the National College for Teaching and Leadership in 2013. Part of its work has been in supporting local schools to improve following poor Ofsted inspections. All schools which it has supported, in both secondary and primary phases, have improved either their Ofsted grading or pupil outcomes or, in most cases, both. It leads the Herts & Bucks Teaching School Alliance, a group of educational organisations in the south of Hertfordshire and Buckinghamshire who collaborate to promote exceptional standards of education. This prestigious role puts the school in the front line of developments in teaching and learning and facilitates a close working relationship with the Department for Education. It also ensures that staff have access to superb training opportunities to enable them to develop as practitioners, whatever their field.

St Clement Danes is also the lead school of the Hertfordshire Challenge Partners hub. This is a national organisation at the cutting edge of school improvement which builds long term capacity by organising constructive collaboration and peer to peer evaluation. Meaningful research and development is made possible by the pooling of expertise and resources across schools. Activities range from supporting local school improvement to influencing the national education agenda. The school also leads the Science Learning Partnership across a wide area of London and the South East. Accessing national resources, the partnership promotes professional development for staff to generate high quality science teaching in all phases of education.

The school's student body is drawn, in the main, from local families, largely from Chorleywood itself and neighbouring villages. All visitors comment on the pride students take in their school, the care they show for one another and for those outside their community through extensive and successful fundraising. Drawing from a relatively affluent area, the numbers on Free School Meals are low (2.5%). Our school population is ethnically diverse and 8% of students have English as an additional language. 13.6% of students receive SEND support and 0.76% have an EHCP or Statement.

School Summary continued



We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities both within the Trust and across the Herts & Bucks Teaching School Alliance
- We run a yearly induction programme for Newly Qualified Teachers (NQTs) throughout the Herts and Bucks Teaching School Alliance. We have a vast experience of working with NQTs across the Alliance and we see NQT Induction as a means to develop the best teachers in the local area
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits



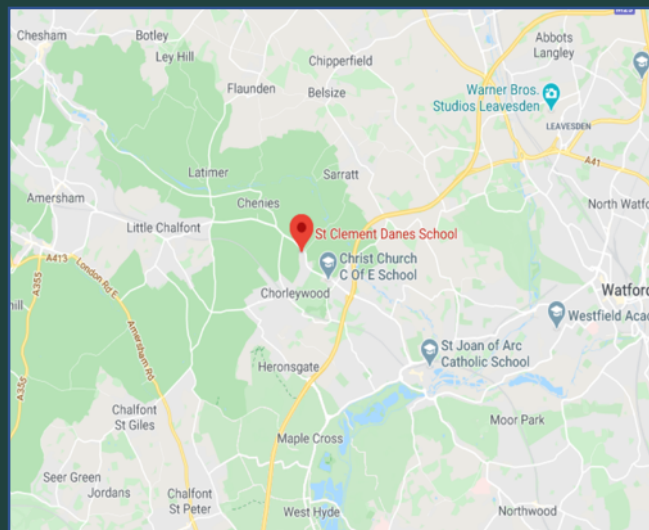


ST CLEMENT DANES SCHOOL

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Headteacher:
Toby Sutherland, MA, MEd (Camb)

<https://www.stclementdanes.org.uk/>



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