

# RECEPTIONIST APPLICATION PACK

---



**DERBY HIGH  
SCHOOL**  
ESTABLISHED 1892



## Welcome

Thank you for your interest in our school. We are looking for a professional Receptionist with a passion for achieving the best outcomes for all our students. We hope the information provided here gives you an insight into our core aims and values and encourages you to consider making an application.

## About Our School

Derby High School is an independent day school and we currently educate over 685 students between the ages of 3 to 18, in our purpose-built buildings in the leafy suburb of Littleover in Derby. Our Primary School (a member of IAPS) teaches both boys and girls, whilst our Senior School became fully co-educational in September 2022.

Our small class sizes enable each child to progress at their own speed, with the support and challenge of exceptionally well qualified teachers. Each lunchtime and after school, we offer a wide variety of clubs and activities and we encourage all our pupils to try something new each term, as well as continue to develop skills in areas they have grown to love. Our many and varied trips and residential experiences ensure each child is encouraged to expand their boundaries within a safe and secure environment. We take pride in our excellent pastoral care throughout all stages in the school, with pupils feeling confident they are listened to and looked after. Our academic record is particularly strong, with 78% of our 2023 A level entries being graded A\*-B, and 66% of GCSE grades being awarded 7-9; this places Derby High significantly ahead of all local schools in both A level and GCSEs.

Our pupils are drawn from diverse backgrounds and the school population is multi-ethnic, reflecting the cultural diversity of Derby. Our strong Christian ethos ensures a warm welcome and a friendly atmosphere. The site and the buildings are attractive and well-maintained. Recent developments include a purpose-built Infant and Nursery facility, refurbished Physics and Biology labs, significant investment in the dining and kitchen facilities and enhanced technical equipment for school productions.

## Our Ethos and Aims

We aim:

- for excellence for all pupils in every aspect of their academic studies and non-academic pursuits;
- to provide a happy and stable environment based on Christian values;
- to nurture the intellectual, physical, emotional and spiritual development of pupils so that they become responsible, well-rounded and confident adults.

To achieve this, as a school community we:

- treat each other with respect, tolerance and courtesy;
- provide a stimulating working environment and collectively work to maintain it;
- expect the highest standards of self-discipline, conduct and performance;
- encourage a sense of self-worth; recognising the strengths and achievements of all pupils;
- encourage an awareness of the world beyond the school;
- interact constructively with parents and the local community.

## The Primary School

The Primary School caters for girls and boys aged 3-11 currently numbering around 240 children. The new Infant and Nursery facility for our youngest pupils was opened in January 2016 and includes a separate assembly hall and specialist music room. The new outdoor area for the younger children allows for free flow from the classrooms and has significantly enhanced the teaching and learning in the EYFS. The Junior School is housed in a separate building, with its own assembly hall and dining facilities, which are shared across the Primary School. Specialist teachers for science, music, French, P.E. and cookery, work alongside our classroom teachers to ensure the children are well-prepared for Senior School. The vibrant classrooms are complemented with additional outdoor facilities for the Primary children on the main school field, including a trim trail and a nature area with pond. A wide range of extra-curricular opportunities for all ages, adds to the exciting learning environment created by an outstanding teaching team. Senior students engage with the younger children through different projects as the year progresses, offering them valuable leadership experience too.



## The Senior School

Currently, the majority of pupils entering Year 7 come through our own Junior School, with the remainder joining us from a range of Junior Schools in Derby and the surrounding area. We have a three-form entry of between 60 and 70 pupils into Year 7 and we also take pupils into other year groups, when places become available and following a satisfactory performance on test papers. All students take tests in Maths, English and non-verbal reasoning on entry to Year 7, with additional papers in the years above as appropriate. Acceptance into the Senior School is dependent on a sound performance across these tests and a short interview. Academic, art & design, music, drama and sport scholarships are offered in Year 7 and in the Sixth Form, when we also offer individual subject and all-rounder scholarships. We have our own bursary scheme, offering assisted places to those who may require support to access the education we offer.



We were given the highest possible 'Excellent' rating following a full inspection from the Independent Schools Inspectorate in January 2023. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent in every category. This reflects our happy and high performing school, offering a wide range of activities, excellent pastoral care and strong personal development of its students in addition to excellent academic results.



## The Sixth Form

The Sixth Form offers excellent academic development coupled with a wide range of rewarding enrichment activities.

The majority of Sixth Form students take three full A Levels but some study four before making their final choice and a few continue with all four for the full course. In addition to A Levels, the Extended Project Qualification (EPQ) is offered as part of the enrichment programme.



Alongside their academic studies, Sixth Form students have many opportunities to develop their personal interests and talents alongside important, transferable skills such as leadership, time management, commitment and perseverance, through a range of activities. The enrichment programme includes participation in nationally recognised programmes such as the Engineering Education Scheme (working with Rolls-Royce), Young Enterprise, the Duke of Edinburgh Award Scheme – up to Gold Level - and World Challenge. We believe the development of leadership qualities and a wider sense of responsibility are invaluable attributes for any young person. While these may come through taking on a significant role, such as Head Student, School Council or House Captain role, we believe all our Sixth Form have the capacity to lead and contribute positively both to school and the wider community. For this reason, all Sixth Form students take on a leadership role and develop their leadership potential through leading and organising events, participating in the peer mentor scheme, supporting primary pupils reading before school or getting involved in the variety of co-curricular opportunities on offer for younger students in the Senior School.



## Extra-curricular Activities

Extra-curricular activities are very popular across the school and result in outstanding drama productions each year, regular music concerts of an exceptionally high standard and opportunities to engage in sporting activities at every level of ability. In addition, the school has a strong tradition of trips at home and abroad, including residential activities for Year 3 and above, as well as a very high uptake of the Duke of Edinburgh Scheme and enrichment opportunities such as Young Enterprise and the Extended Project Qualification in the Sixth Form. The successful candidate will be keen to support staff and students in their many endeavours. We are a very busy school with high standards but we have a lot of fun!



## The Post

Applications are invited from enthusiastic and experienced candidates wishing to join our thriving school. The role is an integral part of our school and underpins the high quality teaching across the whole school.

At Derby High, our Receptionist is the first point of contact for all visitors to school and plays a crucial role in the smooth running of all reception operations as well as assisting with administrative duties. This is a busy 'front of house' role within a supportive and friendly team environment.

We encourage applications from candidates who are self-motivated, adaptable and happy to support the aims and ethos of the school.

Closing date – Thursday 28<sup>th</sup> March 2024

**Applicants are encouraged to apply as soon as possible and may be interviewed before the closing date.**

**We reserve the right to close this advertisement early if we have received a high volume of suitable applications.**

## Salary and Professional Support

Salary will be competitive and dependent on experience.

## Application Procedure

Applicants are asked to complete the enclosed application form and return it with a supporting letter on no more than 2 sides of A4. The school has rigorous safeguarding and child protection procedures in place and the person appointed will be asked to supply information confirming identity and qualifications and will be subject to an enhanced DBS check. The person appointed must be committed to promoting and safeguarding the welfare of pupils at school. Only applicants who fully complete the school's application form will be considered. A CV on its own is not acceptable. All referees will be contacted both in writing and by telephone.

Applications should be addressed to:

Mrs April Dunncliffe-Smith  
Derby High School  
Hillsway  
Littleover  
Derby  
DE23 3DT

OR sent via email to: [adunncliffe@derbyhigh.derby.sch.uk](mailto:adunncliffe@derbyhigh.derby.sch.uk)

**If you think this is the right post for you, we look forward to receiving your application.**

