



# Notre Dame

CATHOLIC SIXTH FORM COLLEGE

*have faith in your future*

## **POST DESCRIPTION - RECEPTIONIST**

**37 hours per week.**

**Salary in the range of £17,946 to £20,255 per annum (Scale Point 21 to 25), dependent upon skills and qualifications.**

The Governors seek to appoint an enthusiastic and committed Receptionist to commence as soon as possible.

## **NOTRE DAME CATHOLIC SIXTH FORM COLLEGE - BACKGROUND**

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is oversubscribed. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened last year.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the country. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, with an increasing number of students opting for apprenticeships.

## **Recruitment and Selection Policy Statement**

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

## **POST DESCRIPTION**

**POST TITLE:** Receptionist

**RESPONSIBLE TO:** Office Manager

### **Hours of work:**

37 hours per week. Monday to Thursday 08:30 to 16:30 and Friday 08:30 to 16:00

**SALARY:** £17,946 to £20,255 per annum (Scale Point 21 to 25)

### **KEY RESPONSIBILITIES:**

To act as the first point of contact in welcoming visitors to the College

To undertake reception duties, by face-to-face interaction, telephone and other forms of communication

To operate, maintain and develop the College meeting scheduling system

To assist in general office administration functions as required.

### **SPECIFIC DUTIES:**

- Operate the telephone system in a professional manner and in line with College policy, including vetting calls, taking and passing on messages
- Undertake reception duties at the front desk and greet all visitors in a positive way, dealing with their queries in a courteous and professional manner
- Operate a visitor signing-in system in accordance with College policies
- Monitor the arrival of visitors to ensure that College safeguarding policy is adhered to
- Check (daily) the answer phone for messages received and deal with them appropriately
- Collate, design and update messages on the plasma screens
- Distribute all incoming mail
- Distribute, as appropriate, all faxes received
- Responsibility for outgoing post – franking etc.
- Inform the HR Department of any sickness or holiday notifications received via Reception
- Book taxis for visiting staff or staff travelling within the UK
- Maintain the electronic booking system for accommodation for meetings or events
- Liaise with catering staff to provide refreshments for participants in meetings or events as requested
- Liaise with site staff to arrange layout of rooms etc. for meetings or events as requested
- Be responsible for receiving and recording deliveries of parcels etc.
- Be responsible for monitoring the environment in the reception and meeting room areas and reporting any deficiencies to the appropriate staff
- Distribute free meal tokens to students as approved by the Office Manager

### **General Duties**

- Maintain an accurate filing system for student files, pass and present as directed by Office Manager

- Word processing of letters, documents etc.
- Preparing mail merges and placing letters, student reports etc in envelopes for posting out
- Undertake ad hoc duties as required by the Office Manager
- Undertake any self-development or training as appropriate to the post and within the College's appraisal scheme

**The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.**

### **COMPLETING YOUR APPLICATION FORM**

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and *you should address each of these clearly in your application.***

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: Noon on Monday, 30 October, 2017.**

It is intended that interviews will take place on 6 November 2017.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.