



School Receptionist

30 hours per week | Term-time only



School Receptionist

Salary: NJC Grade 3

10.30am – 5.00pm – 30 hours per week, with a 30-minute lunch break per day

Actual Working Weeks Salary: £17, 020 - £17, 563

Term Time Only – Paid for 44.5 weeks

Required: September 2025

An exciting opportunity has arisen to join a team of staff at one of the country's leading grammar schools.

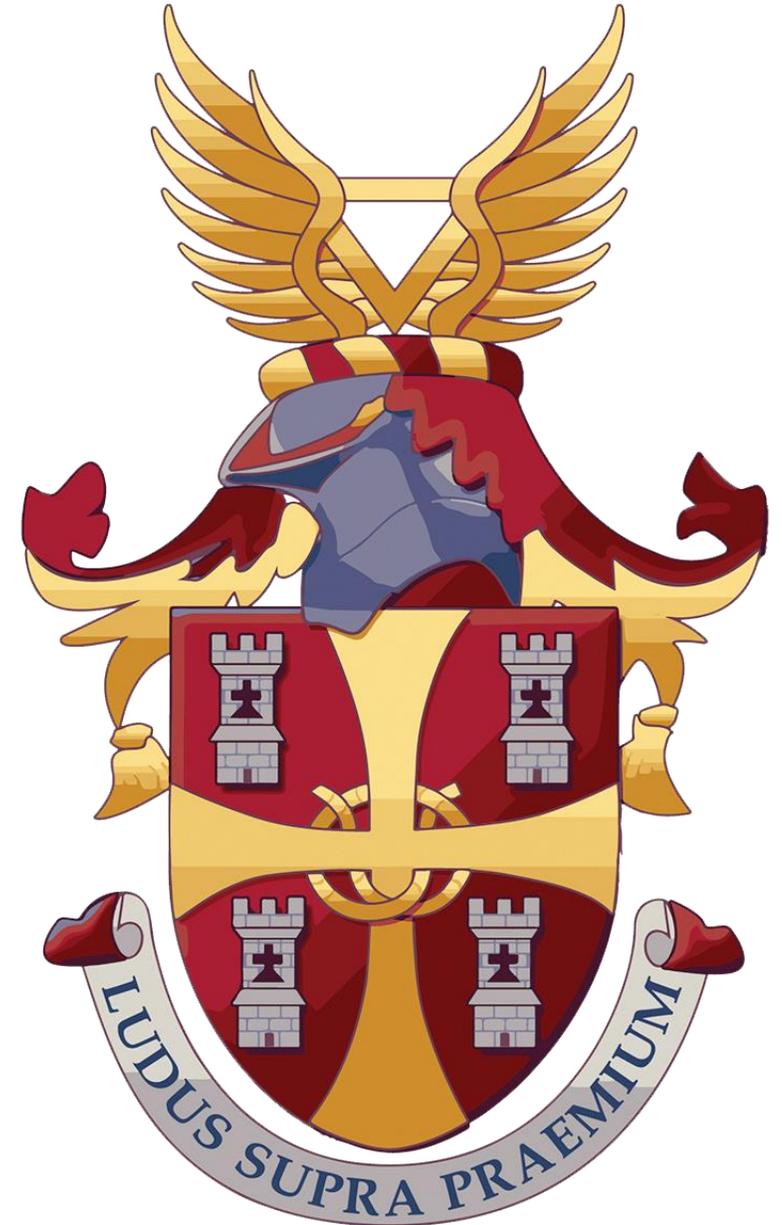
We are seeking a part-time School Receptionist to join us for a great opportunity in a fast-paced role within a school environment. The ideal candidate will be extremely well organised, resourceful, adaptable, flexible and innovative in demanding and difficult situations. They must demonstrate professionalism, tact, and complete discretion, and have the ability to interact easily and comfortably in any environment, with strong interpersonal skills, and good oral and written communication.

We offer professional support and career development opportunities. We recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at recruitment@wghs.org.uk

Closing date for applications: 9am on 13th July 2025

Interviews: Wednesday 16th July 2025 (AM)





Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving five successive "Outstanding" inspections. In the most recent inspection in November 2023, we were graded Outstanding in every category.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life. Thank you for your interest in this exciting opportunity, we encourage you to apply and come and join our community.

Mrs Trudi Young
Headteacher



Ludus Supra Praemium

“the game before the prize”

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!



Our School

WGHS has a rich history of providing an excellent education. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. It is an exciting place to be!

We are a warm and friendly school with a community atmosphere. Pastoral care and support are our top priority, ensuring that students and staff feel happy, safe and secure.

We offer an exceptional enrichment programme with a plethora of activities for students to engage in, from leading whole school events, organising charity fundraisers, sports, music, drama, debating competitions and expeditions abroad. Our house system also provides many opportunities for girls to engage in fun activities.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and tailored support to meet individual needs, leads to academic excellence.

Our school is respected as one of the best state schools in the country, regularly achieving examination results which place it near the top of the national league tables. Our success has also been recognised by Ofsted with the school achieving five successive 'Outstanding' inspections.

Our school motto: *Ludus Supra Praemium*, emphasises the value of taking part as a member of the school community. We encourage developing skills for life long success, developing happy, confident and resilient young women.





Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (103). We currently have no students eligible for Catch Up Funding and we have one, Looked After Child.

We have 27 students on SEN support code (K).

The proportion of students from ethnic minority groups is 70% with Indian students making up 37% and 19% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



Our Staff

We have 127 staff; 80 teachers of whom 34 are part-time; and 47 support staff. There are 14 Curriculum Leaders, 2 Directors and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and two Associate Senior Leaders.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive annual Performance Development meetings with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. In the last ten years we have benefitted from over £14 million investment in our school. Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.



Job Description – School Receptionist

Reporting to: Administration Manager

Pay Scale: NJC Grade 3

PURPOSE

Responsibility for all matters relating to School Reception and general administrative support.

VISITORS TO SCHOOL AND OFFICE DUTIES

Under the instruction of the Administration Manager to carry out the following duties:

Answer and record calls, deal with messages and enquiries.

Keep a log of all calls via MS Forms.

Deal with incoming and outgoing facsimile messages.

Visit the school e-mail enquiry address regularly during the day and deal with incoming e-mail messages.

Visit the school Admin address regularly and take ownership of relevant work requests from colleagues.

Welcome and receive visitors. Enter information into the visitors' book and issue identification badges. Ensure that visitors sign out. Report any visitors into school to the Headteacher should a Fire Drill occur.

Be responsible for the Evacuation folder during a Fire Drill and ensure appropriate equipment is taken outside the building during an evacuation.

Sort and distribute incoming mail; prepare outgoing mail (including parcels) and arrange for its despatch. Ensure that there are sufficient funds available on the franking machine and check the ink cartridge and supply of labels regularly.

Ensure that the notice boards in the School Office are updated with current information as and when required.

Collect and store lost property and, where possible, locate owners.

Keep the School Office and Reception Area tidy and well organised. Arrange for the prompt removal of deliveries.

Provide, on request, school marketing information; i.e. School Prospectus; Sixth Form Prospectus.

Maintain the stock of stationery and other equipment for the School Office.

Operate the system of loaning out school mobile telephones for school visits, ensuring that they are always full charged.

Be proactive in ensuring you are fully informed of any students requiring medication who are attending School Trips e.g. epipens, inhalers and insulin. Ensure that this medication is prepared for the trip lead to collect on the day of the trip, seeking advice from the School Nurse where necessary.



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RESPONSIBILITY FOR MATTERS RELATING TO STUDENTS

Manage and organise students' personal files including the routine production of new student files and the archiving of leavers' files and slimmed-down retention files.

File all records relating to students (e.g. reports, attendance records, individual and school achievements, examination results, correspondence, etc.)

Maintain and apply a tracking system for student files.

Maintain in the School Office an up-to-date file of copies of all correspondence sent out from school to parents, including details of all school visits.

Access Control:

Issue and cancel new security cards to students when required.

Keep a log of student names requesting new security cards.

Take payment for new security cards, keep a log of this and transfer funds to the Finance department when required.

COMMUNICATIONS

Use the Arbor email messaging service.

STUDENT DATA

Use Arbor and be familiar with applications.

Maintain information about students' mobile telephones. Prepare letters on behalf of the Deputy Headteacher granting students permission to keep phones in their bag during the school day for use during their journeys to and from school.

Check on a weekly basis that School Records are kept up to date with regards to lists of student names to know, medication kept in school, care plans in place, students with epipens and vulnerable students.

WORD PROCESSING

Word process documents as required by the Admin Manager including, Staff Briefing minutes, documentation from school associations such as the Parents' Guild and any other word processing required directed from Administration Manager.

Produce 'To Whom it May Concern' letters on behalf of the Headteacher when requested by parents or students.

Produce letters requested by Teaching staff with regards to resources and School Trips/Sports Fixtures.

Produce resources and be competent in reprographics.



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FIRST AID

Act as a qualified person for the administration of First Aid within school for medical emergencies and during Fire Drills. Work alongside the School Nurse. Refer Students to the School Nurse and assist and support the School Nurse when required. Ensure that First Aid logs are updated and Medical Events recorded.

Contribute to the smooth running of the Administrative Team:

Work in School Admin as and when directed by the Administration Manager, carrying out the full range of duties. Assist in the administration of School Trips. Be confident in the use of Microsoft Excel in order to achieve this and produced the required data. Liaise with transport companies and book coach transportation for school trips. Communicate booking details to the relevant departments e.g Site and Finance Teams.

OTHER RESPONSIBILITIES

The above position requires the ability to use modern technology, in particular word processors and computers. The school uses the SIMS system. The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff. The Support Staff Team members have a key function of providing the interface between the School, the public and the parents. A high priority is to be given to standard of presentation of all written communications, booklets and information sheets. Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school. Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the right to work in the UK



Person Specification – School Receptionist Reporting to: Administration Manager

Area	Essential	Desirable
Qualifications and Experience	Qualified to GCSE level. Extended experience in one post. Evidence of employment in a position of responsibility. Accurate and efficient Word Processing skills. Able to use a range of ICT, including e-mail and the internet. Able to work independently and to use own initiative. Able to work to, and to meet, deadlines. Able to focus within a very busy environment.	Qualified to A Level. Experience of Arbor Experience of working in a school environment.
Interpersonal Skills	The School Receptionist should be able to: Communicate effectively both orally and in writing with staff, students, parents and outside agencies. Support and work as part of a high performing team. Develop good relationships with staff and others. Be approachable and adaptable. Deal sensitively and confidentially with people. Organise and prioritise. Seek advice and support when necessary.	
Personal Qualities	Consistent in approach. Quick thinking, flexible and willing to adapt to changing circumstances. Resilience, enthusiasm, energy and vigour. Honesty, reliability, integrity and commitment to the success of the school.	



How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to recruitment@wghs.org.uk

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK. Please note police checks will also be required for time spent working outside of the UK.

