



EMMANUEL COLLEGE

Emmanuel Schools Foundation



WE ARE RECRUITING A

RECEPTIONIST AND

ADMINISTRATIVE ASSISTANT

VALUED, CHALLENGED, INSPIRED

RECEPTIONIST AND ADMINISTRATIVE ASSISTANT

Term-time (including INSET days) plus 4 weeks

Core hours are 8.00am until 4.30pm. Reception is open from 7.30am until 5.30pm, covered by two members of staff. Successful candidates will be required, on a rota basis, to cover these hours.

£22,407 to £23,779 dependent upon experience, Required to start from the end of September 2021

ABOUT EMMANUEL COLLEGE



Emmanuel College is a large vibrant comprehensive school in the heart of Tyneside serving 1450 students aged 11 to 19. Emmanuel College exists to impart wisdom to the next generation by educating young men and women in a culture which prioritises the pursuit of truth and the development of character. We are a school with a distinctive Christian ethos but our community is made up of students, staff and parents who hold many different religious and ideological positions and unite around our core beliefs and core values. One of the few remaining City Technology Colleges, Emmanuel College retains a strong commitment to providing opportunities for the most disadvantaged in our communities in a culture of high expectations and entrepreneurship.

We value academic excellence and each year see many of our students leave to take up places at some of the world's top universities, but we hold personal best to be of far greater importance. It is our experience that by developing a strong work ethic, holding a growth rather than fixed mind-set, and being provided with outstanding tuition, students may go on to achieve considerably more than they might have imagined possible.

We seek to be intentional about character education, our aim being that our students will, in the future, become servant-hearted leaders. Students starting here encounter consistent rules, role models and traditions, which help them feel part of the Emmanuel family and to begin to take responsibility for others. As students grow older we expect more of them and in the Sixth Form expect our students to take on at least one formal leadership role in College as well as beginning to serve in the wider community. All Emmanuel students and staff members can expect to be involved in at least one co-curricular activity. A professional approach to management, accountability, appraisal and financial control is expected of every member of staff.

The College GCSE results place us amongst the very best non-selective, co-educational, comprehensive schools in the country with a 2019 progress 8 figure of +0.48, 83% of students achieving grade 4 or higher in English and mathematics, 64% of students achieving grade 5 or higher in English and mathematics and average points in the English Baccalaureate of 5.25. At A Level Emmanuel has also been ranked amongst the top comprehensive schools, with 64% of all grades at grade A* to B, and a 100% pass rate.

In the 30-year history of Emmanuel College we have received five full OfSTED inspections and three additional OfSTED survey visits. Each time College has been graded 'Outstanding'. The full text of the most recent inspection reports can be found on our website and that of OfSTED.

Emmanuel College is one of six schools within the Emmanuel Schools Foundation and benefits from the opportunities and support that belonging to a flourishing Multi Academy Trust. In April 2014 the College was designated as a National Teaching School in recognition of its outstanding performance and its track record of raising standards through supporting other schools and in the areas of ITT and leadership development.



THE PERSON

Essentially this is an ambassadorial role, with the Receptionist creating first and lasting impressions of Emmanuel College for the thousands of people who visit and phone. A genuinely warm and friendly manner is essential, together with the ability to put people at their ease and make them feel welcome. Multi-tasking is an essential skill in a busy school where the Receptionist is the first port of call for children needing support, parents with enquiries, staff requiring information, press enquiries, and much more! Despite a College roll of almost 1500, children are individuals at Emmanuel College and the school exists to provide each with a first-class education. You will be confident in dealing with teenage students in a firm but friendly way and comfortable in making clear demands of any who are not upholding the standards of Emmanuel College. You will lead students largely by example and be supportive of the Christian ethos, which is central to everything in the College.

Essential qualities

- Well-developed interpersonal skills
- Relevant experience in a busy office environment
- The ability to calmly manage competing demands
- Excellent organisational and administrative skills
- A strong affinity with young people
- A friendly, positive nature
- Ability to uphold the College core values and contribute to upholding the Christian ethos of Emmanuel College
- At least five A*-C passes at GCSE or equivalent, including English and Maths
- A basic level of competence with Microsoft Office software
- Commitment to further relevant training

DUTIES AND RESPONSIBILITIES

The Administration Team comprises the Head of Administrative Services, who manages the team, a Secretary, two Receptionist and Administrative Assistants and a Communications Officer. This team provides services relating to student admissions, student data, attendance, College events and visits, and communications between home and the College.

The Receptionist and Administrative Assistant is responsible to the Head of Administrative Services for:

Contribution to the smooth running of College, with particular emphasis on:

- The welcoming of visitors, notifying the relevant staff of visitor arrival and ensuring the visitor is seen within a reasonable timescale.
- The issue and control of visitor passes in accordance with safeguarding policy and undertaking the relevant health and safety procedures in the event of a sounding of the fire alarm.
- Dealing promptly with emerging matters and ensuring the reception area is always well presented.

Dealing with incoming enquiries via email and telephone, with particular emphasis on:

- Responding to any queries that can be answered at the time or effectively passing on messages when requested to do so by the caller.
- Transferring enquiries to the relevant staff member or advising the caller of an appropriate time to call back.
- Processing of admissions enquiries and applications.

Administrative and clerical duties, with particular emphasis on:

- The prompt and accurate accounting of students in College each day through the timely management of attendance and absence records.
- Maintenance of students' electronic records of relevant incidents and events.
- Assistance with the administration of co-curricular activities and lunch rotas.

TERMS AND CONDITIONS INCLUDE

- Term-time only (including INSET days) plus 4 weeks.
- The working pattern will be worked over a fortnight as follows:
 - Week one - 3 days 7.30am until 4.30pm; 2 days 8am until 5.30pm.
 - Week two - 2 days 7.30am until 4.30pm; 1 day 8am until 4.30pm; 2 days 8am until 5.30pm.
- Salary: Point 8-11 of the Support Staff pay scale, dependant on experience, which for these hours and working pattern is £22,407 - £23,779.
- Non-contributory pension scheme (aged 21 or over).
- Daily lunch allowance for the College restaurant during term time.

APPLICATION DETAILS

Closing date: **Monday 20 September 2021 at 9:00am**
Interviews will be held on **Thursday 23 September 2021**.

For an application pack and further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

APPLICATION PACK

EQUAL OPPORTUNITIES MONITORING FORM

Emmanuel Schools Foundation is committed to the safeguarding of children and all staff are expected to ensure that Emmanuel Schools Foundation is a safe and secure environment for our students. All staff are expected to undertake continuous safeguarding training.



EMMANUEL COLLEGE
Emmanuel Schools Foundation

Principal Matthew Waterfield MA

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**