



POST	RECEPTIONIST (part-time)
RESPONSIBLE TO	OFFICE MANAGER
HOURS	Part time, 30 hours per week 8am – 2.30pm (Mon-Fri), term time only
SALARY SCALE	Appointment will be made on the Sixth Form Colleges' Association Salary spine for Support staff, spine point 10-11 £25,276 - £26,097 per annum, full time equivalent. Actual pay based on part-time hours, term time only, will be SP10 (0.8333FTE) £17,078 to SP11 (0.8370FTE) £17,710 per annum.
Purpose of Post:	To provide the highest quality 'front of house' receptionist duties, together with some administrative functions as required
START DATE	The post will commence as soon as possible

Applications from all faiths are welcomed

The College is looking for an enthusiastic, inspirational and dynamic individual to provide the highest quality reception service and administration support, to ensure the provision of a responsive and proactive service which meets the needs of staff and students. You should have a track record of outstanding success, be well-qualified, pro-active and with a commitment to providing the highest quality service for our staff and students.

We aim to deliver the highest possible service to ensure all visitors to reception, including staff and students have the highest possible experience. As a receptionist, you will be the first point of engagement that a visitor has with Notre Dame. You will be dedicated to providing an exemplary service, be organised and have tenacious attention to detail, whilst also being empathetic and have an approachable demeanour.

It is vitally important for the efficient running of the College that the post holder maintains an excellent record of attendance and punctuality, is able to work as a member of a team, is flexible and is able to work under their own initiative.

Key Duties and Responsibilities:

- Undertake reception duties at the front desk, being the first point of contact for visitors, parents/carers, greeting all in a positive manner and assisting with all queries in a courteous, professional and friendly way
- To undertake reception duties, answering telephone, face-to-face enquiries and the signing in of visitors
- Be able to undertake and respond to confidential and potentially sensitive phone calls

- Know the days timetable and bookings, liaising with visitors where appropriate and setting up meeting spaces ensuring accommodation and resources are fit and ready for the event, including support with interview set ups as required
- Take deliveries and liaise where appropriate with cross college departments for delivery
- Liaise with relevant cross college departments such as the HR department - staff signing out diary
- Prepare visitor/contractor badges in accordance with Safeguarding and HR requirements
- Take photos of new starters and print out staff ID cards with the help of the MIS department
- Provide the highest quality customer service
- Operate the telephone system in a professional manner in line with college policy, including vetting calls, taking and passing on messages; updating annual telephone list
- Check the answer phone daily for messages received and deal with them appropriately
- Support the Office Manager with all administration tasks as directed
- Take receipt of highly important documents including exam papers ensuring compliance at all times with college policy and JCQ regulations
- Co-ordinate the Colleges electronic room booking system
- Manage the College calendar on Microsoft outlook and ensure this consistently remains accurate and current
- Be responsible for keeping and maintaining appropriate records, including the signing in and out of the visitors book
- Manage the content for the college plasma screens and ensure screen content is kept current
- Be responsible for organising all hospitality for visitors in meeting rooms, including reserving car parking spaces
- Assist the organisers of college events by operating an events planning calendar and venue booking system
- Liaise with site staff to ensure appropriate layout of Hall and other venues for events
- Be pro-active in ensuring reception and surrounding area is welcoming and latest safeguard information is available to visitors
- Support the Reprographics department as and when needed

General

- To have regard to the principles and values expressed in the College's Mission Statement
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- Be aware of and adhere to all College policies and procedures, including Financial Regulations
- To take responsibility for continuing personal and professional development and to keep abreast of all relevant legislation in order to facilitate all aspects of the post
- Support the Strategic aims and objectives of the College
- To participate in appraisal arrangements, as and when required

- To undertake other duties and responsibilities commensurate with the nature of the post, and as may be requested by the Principal

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. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Methods of Assessment:

A = Application I = Interview T = Task C = Certificate/s R = Reference

	Method of Assessment
Essential	
Excellent interpersonal/communication skills via telephone, email or in person	A, I, R
Relevant experience of working in a successful department or similar fast-paced working environment	A, I, R
Positive, approachable and flexible manner, with a positive 'can-do' approach and positive attitude to work	A, I, R, T
Ability to remain calm under pressure	A, I, R, T
Organised, methodical and accurate approach to work	A, I, R
Work to high levels of confidentiality and professionalism	A, I, R
Ability to communicate effectively and develop positive and effective relationships with staff, external agencies etc.	A, I, R
Excellent attendance and punctuality record	A, R
Able to demonstrate successful experience of using own initiative to organise own workload	A, I, R
Have a high level of communication and interpersonal skills	A, I, R
Demonstrate excellent decision-making skills in line with mission and ethos of the College	A, I, R
Excellent organisational and record keeping skills	A, R, T
Competent experience with information technology applications especially Microsoft Word and Excel	A, I, R
Excellent time management skills and experience of managing multiple tasks	A, R
Able to work to tight deadlines	A, I, R
Ability to adapt and to meet the challenges of rapid change	A, I, R
Have an ability to set and achieve high standards for themselves, colleagues and others	A, I, R, T
Able to demonstrate successful experience working on own and as a member of a team	A, I, R
Flexible approach and positive attitude to work	A, I, R
Able to demonstrate working to policy and procedure	A, I, R
Commitment to continuing professional development	A, I, R
Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I
Commitment to Safeguarding and promoting the welfare of young people. (All appointments are subject to satisfactory Disclosure and Barring Service check)	A, I

Desirable

GCSE grade 4 or above/ or equivalent in English Language and Maths	A, C, R
Qualified First Aider	A, R
Experience of working in an educational establishment	A, I, R

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. The post is also subject to a satisfactory Social Media check. If you are selected for interview, you will be required to consent to the necessary enquiries being made. Further information regarding our safeguarding practices, including our Safeguarding Policy can be found on our [website](#).

Completed applications should be returned via the TES Portal.

Closing date: 9AM on Monday 23 September 2024.

It is intended that interviews will take place week beginning 23 September 2024.

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.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2200 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are very proud our recent Ofsted inspection has again graded the College for all areas as **Outstanding** demonstrating a sustained track record of outstanding both academically and pastorally. Our results at A level and BTEC/CTEC as measured by ALPs are consistently outstanding, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. 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). 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.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary science enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic Sixth Form College

"Being a new member of staff what I have enjoyed most about the environment is the diversity. Students from such a variety of backgrounds provided an opportunity within the classroom to gain different perspectives."

Teacher of Geography

"I have worked at Notre Dame for 15 years, as it is a college which puts the students at the front and centre of everything we do. As a community we are diverse and inclusive providing a space for students to discover themselves academically, socially and spiritually."

Enhancing Excellence Coordinator, Head of EPQ and Teacher of Biology

"A great community spirit! Staff and students work well to make a caring, positive environment."

Head of Geography

"There is a very friendly, supportive atmosphere at Notre Dame and as a member of staff I feel valued."

Teacher of Criminology and Senior Tutor

"I love the shared vision of helping students reach their potential not just intellectually, but emotionally and spiritually. It really does come through in what is valued here."

Teacher of Philosophy, Theology and Ethics



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

WHAT OUR STUDENTS SAY ABOUT US



Name: Somtochi Agim

School: St Thomas a Becket Catholic High School

Programme of study: A-level Biology, Psychology and Media Studies

What do you like most about Notre Dame?: "I love the diversity at Notre Dame and how there is a clash of culture and it makes Notre Dame lively. There is also so much freedom and opportunity to express yourself no matter what faith or background you come from."



Name: Jack Johnson

School: The Famley Academy

Programme of study: A-level Psychology, PE and History

What do you like most about Notre Dame?: "The best thing about Notre Dame for me was the freedom; choosing between studying, going to get food or meeting friends really made Notre Dame an enjoyable experience."



Name: Neil Davies-Odusanya

School: Cardinal Heenan Catholic High School

Programme of study: A-level Maths, Physics and Computer Science

What do you like most about Notre Dame?: "Notre Dame is a fantastic multicultural college I am proud to be part of. The teachers are very supportive and there are many extra curricular opportunities such as TEAM ND".