

The Bishop of Llandaff CiW High School
Ysgol Uwchradd Esgob Llandâf

Receptionist
(Part-time/job share)

Required as soon as possible • Salary up to £6,481*



TH IN EDUCATION

Welcome

Thank you for your interest in the **part-time receptionist** post currently advertised at the school. This is a part-time role, job sharing with the existing member of staff. We are looking for someone to fill two-days per week (ideally Thursday and Friday).

We want our students to have the best start in life by providing them with an outstanding education! We Seek to ensure our students succeed academically, develop the broad range of skills necessary to prepare them for adult life and become outstanding citizens of our ever-changing world. We hope to contribute to the happiness of each student by providing them with a first-class platform for the future.

Standards of achievement at all levels at The Bishop of Llandaff are exceptionally high. Our school consistently performs amongst the best in the UK. However, the school is much more than the outcomes students achieve. A great deal of emphasis is placed on extra-curricular life at The Bishop of Llandaff and beyond the formal curriculum there are numerous opportunities for students to develop their skills in creative and expressive arts, languages and sport. A significant number of our students achieve a Duke of Edinburgh award, while there are a wealth of educational visits and trips, both nationally and internationally which cater for all.

Students and staff enjoy strong working relationships, which helps make the school a great place to work and learn. The students, as you will see for yourself should you visit, are happy, articulate, hard-working and positive about the school. They are a genuine asset to our community and are, on the whole, an absolute delight! In addition, we have an exceptionally talented group of teaching and support staff who work tirelessly to ensure students have the best possible start in life. Our families are unstinting in their support of the school, while our governors provide highly effective support to help strengthen the opportunities and experiences available to all our students. As a school, we work tirelessly to ensure that everyone is well cared for and, as a result, we laugh a lot and we really enjoy coming to work/school.

The school was last inspected in spring 2018 by both Estyn and diocesan authorities. Both praised the school for its work. While we were obviously delighted with this recognition, as a school committed to continuous improvement, we don't think we have cracked it! The school has used this experience as a platform for further development and we will leave no stone unturned in our pursuit of delivering an exceptional education for the students in our care.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking to appoint the finest staff to work with our students. This is what they deserve! The ideal candidate for the role will be energetic, enthusiastic, ambitious and an excellent practitioner. We are committed to growing tomorrow's leaders and, in return for at least two years' hard work and good service, we will expose you to the highest quality of professional development which will enable you to progress to the next step in your career.

If you would like to come and see us in action, please feel free to make an appointment with Leah Pucknell, PA to Executive Headteacher/Head of School. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli
Executive Headteacher











A culture of extremely high expectations permeates all aspects of school life
Estyn

About the school

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 300 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last four years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2018, the school was inspected by Estyn and received 'excellent' judgements in all areas of the common inspection framework. A copy of the report can be accessed via the following link Estyn report

The school has a successful track record of supporting and working in partnership with other schools. As a regional hub within Central South Consortia, the school provides cross-phase programmes covering areas within leadership, curriculum developments and learning and teaching. In addition, the school is an English curriculum hub school supporting secondary schools to help raise standards at key stage 4 and key stage 5.

Role

All support staff play a crucial role in supporting learning within the school. As Receptionist, the successful candidate is responsible for greeting visitors, answering the main school switchboard, sorting and distributing post and supporting the smooth running of the school by contributing to administrative processes managed within the main office. In addition, the role requires an awareness of health and safety issues, including involvement in fire drill procedures and ensuring that visitors to the school are managed in accordance with relevant school policies.

The receptionist is based in the main office of the school. The environment is busy (as you would imagine in a school!) but a friendly atmosphere of work. A range of staff work within the office, with clearly defined roles. These include an office/data manager; admissions officer; finance assistant; attendance officer and receptionist. The members of staff work incredibly well as a team to support each other in fulfilling their duties.

As a key post within the school, the successful candidate will be expected to demonstrate a high level of customer service, and strong communication and people skills. As part of the job share, the role is available on two days per week (ideally Thursday and Friday) between 8.00am and 4.00pm, with a 30 minute lunch break during the day.

Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

Each year group is made up of at least 180 students, with 150 of these places reserved for foundation places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

School Mission and Core Purpose

We seek to prepare each student to develop the skills, attributes and character to be a successful member of God's Kingdom on earth. Our mission and core purpose clearly shapes our behaviours and actions in supporting each person to become the "best version of themselves", as *called* by God.

> ***"Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves "as they are fully known" in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.***
>
> ***Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents".***

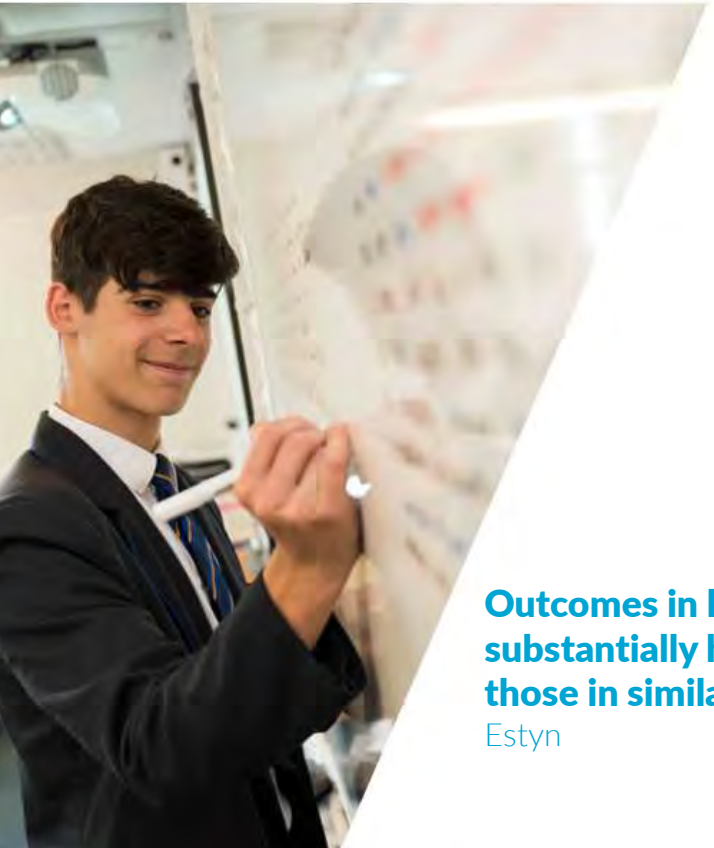




Worship is a dynamic part of every school day, far more than is usual in a secondary school

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Outcomes in key stage 4 are substantially higher than those in similar schools

Estyn

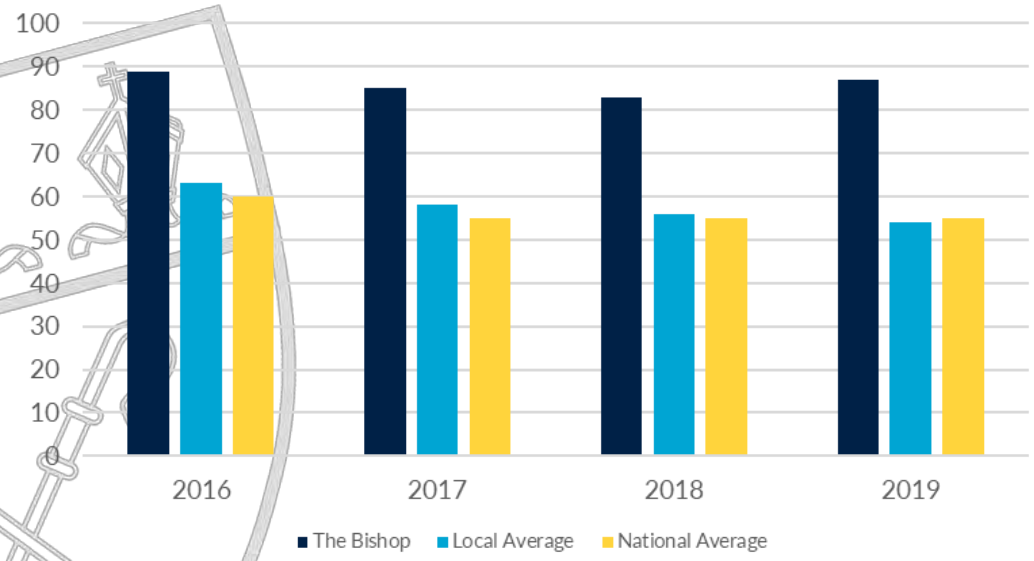
School performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, staff work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against nearly all indicators consistently places the school in the top 25% of similar schools (based on free school meals entitlement).

GCSE Results

In 2018, 92% of students achieved 5 or more A*-C grades at GCSE, with 82% including English Language and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally.

% 5 or more A*-C including English and mathematics*



***comparative performance prior to reformed qualifications and measures introduced in 2017. Therefore, it is not possible to make meaningful comparisons between old and new key performance measures.**

AS/A Level Results

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools against all important indicators.

Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

Job description

Job Title Receptionist (part-time/job-share)

CONTRACT DETAILS

Salary Scale Salary up to £6,481*
* Equivalent to 2 days per week; 40 weeks per year; 8.00am until 4.00pm

LINE MANAGER

Office Manager

JOB PURPOSE

To provide a professional reception service for the main office and to support the effectiveness of the school through providing general administrative support.

RESPONSIBILITIES

Reception Duties

- To be the first point of contact for the Main Office at The Bishop of Llandaff High School;
- To answer calls politely, quickly and efficiently;
- To meet and greet parents and visitors in a friendly and courteous manner;
- To liaise with the main office for daily fire drill report at 9.00am;
- To sort incoming emails/faxes and signpost to appropriate individuals;
- To be responsible for taking delivery of parcels and their distribution;
- To sort and distribute incoming/outgoing mail for the Main Office.

Administrative Support

- To undertake general typing as required and directed by line manager;
- To maintain an attendance log – sickness, late and holiday details;
- To maintain form register folders;
- To provide reprographics cover before 8.30am (where required);
- To undertake the daily check of school dinner tickets;
- To file examination certificates;
- To deal with lost property and associated enquiries;
- To provide general assistance to the Office & Data Manager on any other ad hoc areas.

General

- To maintain a professional relationship at all times when dealing with students, staff and visitors;
- To be responsible for own professional development and participate in the performance management cycle;
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school's Equal Opportunities Policy;
- To comply with all Health & Safety legislation and School Policies as appropriate;
- To take reasonable care for the Health & Safety of yourself and other persons who may be affected;
- To adhere to the General Data Protection Regulations and the Cardiff Council Confidentiality Agreement when handling student and staff information;
- To promote and safeguard the welfare of children and young people with whom they come into contact.





Overall, the quality of teaching across the school is excellent

Estyn

Personal specification

The successful candidate will have the following key skills, experience and attributes

QUALIFICATIONS AND EXPERIENCE

- Strong literacy and numeracy skills, with GCSE (or equivalent) to C grade or above;
- Experience of working in a busy office environment, such as a school or equivalent;
- Successful experience of using a range of ICT packages, including Microsoft Word etc;
- Experience (or willingness to learn) of SIMs packages.

KNOWLEDGE, SKILLS AND ABILITY

- Approachable manner and experience of working with young people;
- Strong communication (oral and written) and interpersonal skills;
- Highly organised and work with initiative;
- Professional, hard-working and reliable;
- Able to prioritise work, to juggle a variety of different tasks, completing them by the required deadline;
- Remain calm under pressure;

PERSONAL

- Commitment to the ethos, values and objectives of The Bishop of Llandaff;
- A strong commitment to the wellbeing of all students;
- A passion for innovation and excellence in education;
- Ambitious, with a clear commitment to own professional development;
- Efficient, organised and confident;
- Capacity of hard work;
- Robust and enthusiastic, seeking to do what is best for the students; and
- Warm, caring and empathetic.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunity employer, we welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.





The school is excellent at developing person qualities and achievements

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Cardiff is considered the 'third best' capital city in Europe

European Union Survey

Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. As well as this, Cardiff is the closest capital to London being just 2 hours away; while it is also 2 hours to Birmingham and only 35 minutes to Bristol. Fairwater train station is within a 5 minute walk from the school gates, while Cardiff Airport is only 15 minutes away.

Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.

What we offer as an employer

We want to ensure that we attract the very best staff to work at The Bishop of Llandaff to support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to all staff.

The school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services; MOT repair support; as well as full and free access to the school's fitness suite. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.



Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines

- your reasons for applying for this position and a vision of what you will bring to the role;
- your experiences to date which you feel make you a suitable candidate; and
- an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Leah Pucknell, PA to Executive Headteacher/Head of School at pucknelll@bishopofllandaff.org FAO Marc Belli, Executive Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

Recruitment Timeline

Closing Date	16th October 2019;
Short-listing	16th October 2019;
Interview Date	Tuesday 22nd October 2019; and
Start Date	By agreement.

Leaders demonstrate its strong appreciation of the commitment of staff. This has resulted in a highly motivated team that aims for continuous improvement

Estyn



Useful Statistical Information

Age Range	11-18
NOR	1,300
% eFSM	8.7%
% SEN	6.1%
% EAL	2.4%
Student Teacher Ratio	16.5

GCSE Results

5A*-C inc. En/Ma	87%
5A*-C	98%
5A*-A	48%
Capped Points Score	449

A Level Results

A*-A	34%
A*-B	63%
A*-C	85%
A*-E	99%

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