

Receptionist - Full Time/Part Time

Orleans Park is a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students.

In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said "Orleans Park excels in all the aspects of provision for its pupils" and we have "established an inspirational teaching and learning environment where pupils can flourish and excel". Other highlights include "pupils have very positive attitudes to their learning", they are "keen to learn and take pride in their work. There is a clear sense of enjoyment and willingness to work and pupils have a mature attitude to learning".

Our Sixth Form has over 250 students and has been judged "outstanding" by Ofsted, stating that we are "striving for excellence in all areas and are determined to ensure that all students achieve the best they can". Ofsted also recognised the "staff know and care about their students as individuals and are keen to develop their students as successful independent learners" and that "sixth form students are excellent role models for younger students in the school".

At Orleans Park we value the achievements of every student no matter what their abilities or talents. Young people are at the heart of all that we do. We are a truly comprehensive school and celebrate our diversity. Our high expectations of every student, and a caring, respectful and supportive ethos, ensure everyone can "be the best they can be". Ofsted recognised that "the very strong sense of community is palpable throughout the school". Our students know that care and support is always available.

As Headteacher, I'm extremely proud of our students. They are confident, articulate and thoughtful students who continually impress me with their talents and energy. We regularly celebrate the many and varied successes of individuals and groups, and are proud of our inclusive approach.

Our enrichment offer was recognised by Ofsted as "extensive & inspiring" and a key feature of what we believe is important for the personal growth of a young person. There are a wide range of opportunities, challenges and experiences outside of the classroom. We expect all our students to take part in at least one residential activity, either in the woods, by the sea or in the mountains. Student participation in extra-curricular activities is exceptionally high.

There are a wide range of trips and visits arranged each year, both in the UK and beyond. We encourage students to take part in our highly successful Duke of Edinburgh's Award Scheme.

Orleans Park has a strong sporting tradition. We believe it is extremely important to be active and involved in sport - whatever your ability. We are proud of our sporting excellence, which includes winning the Borough Athletics Championships for 34 consecutive years. We also enjoy a strong tradition of music, drama and art at the school.

Please explore our website as this will give you an insight into the vibrancy of Orleans Park:
www.orleanspark.school

Ms E Ball
Headteacher

Receptionist

37.5 hours per week (Part Time also available)

39 weeks per year (term time)

NJC Salary Scale 5 (actual salary for hours worked: £22,392 - £23,624)

Required for October 2021

Fixed term 1 year contract in the first instance

Are you looking to join an extremely popular & successful school, committed to providing the best opportunities to students & to developing the professional skills & career opportunities of its staff, within a supportive environment? If so, read on.

We are a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students.

We are seeking to appoint a Receptionist from October 2021 to join our very busy and thriving school. First-rate organisation, ICT and person skills are essential as well as a high standard of written English.

What Orleans Park has to offer:

- a commitment to the professional development of all its staff
- employee assistance programme – supporting staff wellbeing
- situated on a 16-acre site close to the River Thames and the centre of Twickenham
- easy access to central London and excellent transport links for bus, train, Underground and Overground services
- close to the M3/M4/M25 with staff parking on site
- staff travel card loans
- Cyclescheme

Here's what Ofsted have to say:

In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said "Orleans Park excels in all the aspects of provision for its pupils" and we have "established an inspirational teaching and learning environment where pupils can flourish and excel".

If you are interested in this position, please do apply today. We look forward to receiving your application.

Applications are shortlisted for interview as they are received so early application is encouraged.

Closing date for applications: 10am on Friday 17 September 2021

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.

THE POST

Job Title:	Receptionist
Reporting To:	Assistant Headteacher
Grade/Salary Range:	NJC Scale 5
Hours/Weeks:	<ul style="list-style-type: none">• 37.5 hours per week (8am to 4pm, includes a 30 minute unpaid break)• 39 weeks per year (term time)• Holidays are not to be taken during term time

RECEPTIONIST - Main Duties and Responsibilities

General Responsibilities:

To organise a welcoming, effective and professional reception for the school.

Specific Responsibilities:

- To be a receptionist as the front-line for the school through welcoming visitors and the effective operation of the telephone switchboard system
- To greet all visitors to the school, make them feel welcome and distribute ID passes
- To deal with all callers and visitors in a polite and courteous manner
- Maintain staff signing in/out book and monitor electronic gates
- Action incoming electronic mail requests
- Full responsibility to create & send out letters, "In Touch" messages & general mail merges
- To receive, sort & distribute the incoming post and collate, frank & distribute outgoing post
- To support the supervision of the student ambassadors on a daily basis
- Be responsible for ensuring the electronic notice board in reception is kept up to date with relevant information
- To produce the Daily Staff Bulletin
- To provide occasional student first aid in the absence of the First Aid Officer (when qualified)
- Assist other colleagues in delivering IT related as well as general administration support
- Use the schools integrated management system (SIMS) as appropriate to all tasks
- To undertake any other duties, as requested, which are commensurate with the grading and responsibilities of the post

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.

PERSON SPECIFICATION:

Candidates must have:

- Very good interpersonal skills
- Excellent IT Skills
- Excellent written English – spelling and grammar
- Good organisational skills and the ability to prioritise
- The ability to use their initiative
- The ability to work calmly under pressure and to respond flexibly to changing demands
- The ability to meet deadlines
- The ability to establish good relations with students, staff and parents

Candidates must be able to:

- Correct written material
- Adhere to school policies
- Follow school branding guidelines
- Treat all information in the strictest confidence

Candidates should ideally have experience of:

- Working in a School environment
- Working in Reception
- Working with SIMS or similar school database

Candidates should ideally have a knowledge and understanding of:

- Schools and education
- The role of reception
- Working with young people

YOUR APPLICATION

Please submit:

- 1. A completed Support Staff Application Form**
- 2. A supporting statement** (Section 5 of the application form) with an explanation of your own particular strengths and qualities with relation to the job description.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the school if there is anything you wish to discuss before submitting your application.

Elaine Ball
Headteacher

September 2021



Safeguarding Statement

The governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Mr Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: prevention, protection and support.

For details of the full policy, please see the school website:

<http://www.orleanspark.school/policies-and-procedures/11241.html>

September 2021