



Vacancy Receptionist

Required to start September 2024
Permanent

Grade D, point 5 – 6

25 hours per week

8am-1pm

39 weeks (Term time only)

£13,581 actual salary per annum (£23,500 FTE) rising to £13,808 per annum (£23,893 FTE)

Our Vision and Culture

Thank you for your interest in the position of Receptionist.

Corfe Hills School is expanding! As a result of ongoing growth, we have several exciting job opportunities. We are an ambitious and high performing school where every student is known and supported to succeed. The school has been on a significant and ambitious improvement journey over the last five years as can be seen by our excellent outcomes. We are delighted with our recent Ofsted inspection in September 2021 when we were graded good in all categories. This is a fabulous opportunity to join our amazing support staff team and work closely with Headteacher and Senior Leadership team.

At Corfe Hills School we are passionate about excellence in learning. This is the foundation which will enable our young people to achieve the highest possible outcomes during their time with us. We have the highest expectations of students – that they will learn to the max in every lesson, have high aspirations for themselves and embrace the wide range of opportunities available to them both inside and outside the classroom. We deliver a broad, deep, engaging and knowledge rich curriculum that leads to excellent outcomes and prepares our students to make a positive lifelong contribution to society. We place great emphasis on developing character and creativity alongside academic excellence.

Our motto is “High Expectations - Exceptional Individuals” and we truly believe in the potential of every young person who joins the school. We have an exceptionally committed staff, including talented teachers and a fabulous support staff team.

As a school we are absolutely committed to reducing workload so that staff thrive at Corfe Hills School. We offer a highly visible and supportive Leadership Team, a liberating lesson structure based on Rosenshine’s principles, a personalised professional development programme centred around our Principles of Teaching, centralised detentions, daily ‘Learning to Max’ checks to ensure students are ready for learning and a commitment to whole class feedback.

Our Facilities

We are investing significantly in our facilities including a £3.3 million classroom reconfiguration project completed for September 2022 and ongoing replacement of heating and domestic water services. The school operates using Microsoft Office 365 and we make extensive use of Microsoft Teams. Teams is our platform for sharing resources, setting homework and collaborating with colleagues. Students and staff also have remote access to the school’s network.

Living Here

Corfe Hills School is in a fabulous location within easy reach of Bournemouth and its beaches, Poole and its harbour, the Jurassic Coast and the Dorset countryside. The school serves the catchment area of Broadstone, Corfe Mullen and the wider area and we truly believe that all of our students are exceptional.

Corfe Hills School is committed to safeguarding children and promoting the welfare of children and young people. It is expected that all staff, parents/carers, governors, volunteers and visitors will share this commitment.

Successful candidates will be subject to an enhanced DBS check which forms part of our Safer Recruitment process.

Corfe Hills School is an equal opportunities employer. We value diversity and inclusiveness. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status.

The Role

Corfe Hills School is looking for a Receptionist to support the school administration team in providing an efficient and effective receptionist facility to all visitors and callers to the school.

You will be a part of the First Aid team providing first aid to the whole school community when required (training will be provided).

You will need to be motivated and enthusiastic with strong organisation and time management skills in order to provide an efficient service. You will have experience of working in a 'front of house' environment and the ability to cope well under pressure, responding to potentially emotive enquiries and interactions. This is a varied role where priorities can change quickly, you will be liaising with several different stakeholders through a variety of communication channels so excellent communication skills are key. You must have a thorough understanding of the need to handle information securely, confidentially and with discretion.

This is an excellent opportunity to develop current skills and gain or expand your experience of working in a school environment.

For further information please see the full job description and person specification.

Closing date: **Midnight Wednesday 10 July 2024**

Interview date: **Monday 15 July 2024**

For an informal discussion, please contact Michelle Churchill headspa@corfehills.net

Application forms can be obtained here:
<https://www.corfehills.net/Job-Vacancy-Application-Forms/>

Please send completed forms to recruitment@corfehills.net FAO Hannah Angelinetta. Please note, CV's will not be accepted.

Corfe Hills School
Higher Blandford Road, Broadstone, Dorset, BH18 9BG
Tel: 01202 006666
e-mail: office@corfehills.net
Headteacher: James Sankey MEng
13-18 mixed comprehensive - 920 on roll, Sixth Form 230