



Collingwood
College
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Collingwood College Recruitment Information

Receptionist



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2022, the percentage of students who gained 5+ good passes at GCSE was almost 80% and in the sixth form 60% of qualifications were at A*-B (or equivalent). Our ALPS progress measure for both GCSE and sixth form was 3 (Excellent, top 25% nationally). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a horizontal line underneath.

Mr Eden Tanner
Principal

JOB TITLE

Required for 1st September 2023

35 hours per week, term time plus 5 INSET days. Hours 8.00am to 3.30pm (half an hour lunch break)

Salary: £20,461 FTE actual salary £17,113.52 per year.

This is a Permanent Post.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

Closing Date: 4th July 2023

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

The Department

The Admin Department at Collingwood consists of two receptions/offices – Barossa and Kingston.

Barossa reception/office is based in the Barossa building which is the Tutor base for students in Years 7-9. The admin team in Barossa is overseen by Mrs Moody, Deputy Admin Manager. As well as Mrs Moody, there is one receptionist (vacancy) and three part time Administrators who provide admin support to departments based predominantly in Barossa.

Kingston reception/office is based in the Kingston building which is the Tutor base for students in Years 10-11. Mrs Lord, PA/Admin Manager oversees Kingston office and has overall responsibility for Admin colleagues in both Kingston and Barossa reception/office.

Kingston reception/office staffing consists of a receptionist and two part time Administrators, one of which deals with our marketing and communications and the other provides admin support to departments based in Kingston.

Both receptions/offices are extremely busy environments dealing with a range of duties including providing first aid support to students and staff, dealing with internal and external telephone calls, assisting visitors, providing admin support to colleagues etc.

The post of receptionist in Barossa office is a very varied and demanding role with no two days being the same.

The aims of the Admin Department are:

- To provide a comprehensive administrative support services to all colleagues;
- To ensure consistency of approach;
- To ensure accuracy of documentation produced;
- To achieve the highest levels of customer satisfaction;
- To provide an efficient and quality service every time;
- To promote excellence in the services we provide.
- To support the teaching of the College.

Probationary Periods

All posts are subject to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan

- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme, and will automatically become members unless they opt out. Further information can be found at www.teacherspensions.co.uk Member of the Teachers' Pension Scheme
- 24/7 Employee Assistant programme for staff and their families
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the College linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

RECEPTIONIST

Hours: 35 hours per week/39 weeks per year 8:00 am to 3:30pm (30 min lunch break)

<p>POST:</p> <p>REPORTING TO:</p> <p>JOB PURPOSE:</p> <p>DIRECT INVOLVEMENT WITH:</p>		<p>Receptionist (Barossa) PA/Admin Manager</p> <p>To undertake a range of reception and general clerical and administrative duties in support of the College and to provide emergency and routine first aid treatment for students, staff and visitors in line with the College's Supporting Students with Medical Needs policy</p> <p>Admin Manager, all teaching and support staff, Governors, parents, students, contractors, visitors to the College.</p>
KEY RESPONSIBILITIES:	1.	To provide a reception service for all visitors to the College, carrying out the appropriate safeguarding checks and ensuring they are issued with a security badge and advised of safeguarding and evacuation procedures.
	2.	To answer telephone calls, relay messages to staff and students and deal with enquiries. To track down staff or students in the case of urgent messages.
	3.	To update Lesson Monitor when students sign out including inputting paper registers.
	4.	Ensure absence notes and correspondence to students are placed in Form Folders.
	5.	To assist all staff with their enquiries.
	6.	To deal with lost property ensuring that items are dated, removed after a month and the cupboard kept tidy.
	7.	To operate Lesson Monitor and the SIMS database to include, updating students records re confiscated items and medical information when required.
	8.	To ensure all first aid incidents are recorded on the student's medical record in SIMS.
	9.	To hold an emergency stock of prescribed medicines and tablets for distribution to certain students, as and when required, in line with parental consent with the appropriate documentation completed.
	10.	Ensure all first-aid kits are prepared for use during all College activities, e.g. College trips and maintain first-aid boxes placed around the College.
	11.	To maintain all related first aid equipment, wheelchairs and the first aid room including ordering of supplies for the first aid provision.
	12.	To produce a range of reports in relation to first aid incidents.
	13.	To assist in providing first aid assistance to students and staff
	14.	To distribute mail to Barossa staffroom and disseminate into pigeonholes. Deliver post to the 6 th Form office.
	16.	To administer and maintain a record of all locker keys and issue when required.
	17.	To assist admin colleagues when time permits.
	18.	To carry out duties as necessary from time to time in accordance with the reasonable direction or instruction from the line manager or Senior Leadership Team.

PERSON SPECIFICATION

Selection Criteria	Assessment Method
Qualifications	
Essential: <ul style="list-style-type: none"> • GCSE or equivalent level Grade 4 or above in Maths and English • First Aid qualification – 3 days first aid at work or a willingness to undertake this qualification 	Application form/ Certificates
Experience:	
Essential: <ul style="list-style-type: none"> • Excellent IT skills • Knowledge and experience of IT packages such as: Microsoft Word, Excel, PowerPoint and Publisher • Previous experience as a Receptionist or clerical office experience Desirable: <ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with young people in a professional capacity. • Previous experience of customer service environment 	Written statement Task/exercise Interview
Professional Knowledge, Skills and Experience	
<ul style="list-style-type: none"> • Responsible, self-motivated and willing to be a role model to students and staff; reliable, trustworthy and discreet • Ability to anticipate potential problems and remedy accordingly together with the ability to be solutions focused • Maintain high levels of confidentiality • Highly developed planning and organising skills as well as a keen eye for detail • Ability to maintain focus and work under pressure to achieve tasks within a demanding environment with tight time constraints • Strong communication skills both verbal and written; ability to liaise effectively within and outside of the organisation 	Written statement Interview

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| <ul style="list-style-type: none">• Enthusiastic team player, with strong interpersonal and problem-solving skills• Accustomed to working collaboratively within a busy office environment• Highly flexible and able to multi-task• Ability to work effectively as part of a team.• Strong customer service orientation and skills• IT literate, with extensive knowledge of Microsoft Office software, including; Word, Excel, Outlook, PowerPoint and databases• Ability to contribute to the school's ethos and values.• High levels of personal and professional integrity• Self-confidence, personal energy and dynamism• Personal warmth, good rapport with students, colleagues and parents• Excellent organisational skills with the ability to look forward and pre-empt situations.• Excellent oral and written English skills• Appropriate levels of personal presentation• To undertake appropriate professional development including adhering to the principle of performance management• A commitment to safeguarding and promoting the welfare of children and young people | |
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