



# Wallington High School for Girls



## Receptionist

2 days a week

(Thursday and Friday)

## Application Pack





# Wallington High School for Girls

HEIRS OF THE PAST, MAKERS OF THE FUTURE

December 2022

Dear Candidate

Thank you for your interest in the position of Receptionist (2 days per week) at Wallington High School for Girls (WHSG).

We aim to be a truly outstanding school with an excellent academic reputation that provides first class care, guidance, support and development so that our students enjoy a positive experience during their time at school and leave well prepared for life beyond. That aim applies not only to our students but to all our staff as well.

We are seeking to appoint a talented and inspirational person, ideally with past experience in a busy reception environment, to join our team and become a valued member of our School's community.

I hope you will find the information in this pack interesting and informative.

We very much look forward to receiving your application.

Yours faithfully

**Richard Booth**

**Headteacher**





## Information for Applicants

### **The School**

Wallington High School for Girls (WHSG) is a selective academy for approximately 1500 girls aged between 11 and 18. We are part of the Girls' Learning Trust, a multi-academy trust that also includes Nonsuch High School for Girls and Carshalton High School for Girls. The school first opened in 1888 and moved to its present site in 1965. The school is heavily over-subscribed with more than 2000 applications each year for the 210 places in Year 7; many external students also apply for our sixth form. We are a multicultural community with an increasing percentage of minority ethnic groups. Over 47 different first languages are spoken and this brings a rich diversity to our school.

Our students achieve at the highest level academically. In 2022, 91% of our GCSE entries were awarded 9/7 grades and at A level, 65% of our entries were awarded A\*/A grades. The vast majority of our students move from WHSG into higher education including Oxford and Cambridge and with an increasing number of students (over 60%) gaining places at Russell Group universities or medical schools. Our students are highly able, motivated and a delight to teach. Students enjoy positive and co-operative relationships with staff and it is very rare if an external visitor to the school does not comment on the high calibre of the students.

We are particularly proud of our strong pastoral system and girls enjoy a comprehensive programme of PSHCE throughout the school. We encourage our students to be active and responsible citizens through a variety of charitable and community activities. The school also operates a very successful House system, led by student House Leaders which encourages integration between the year groups and provides leadership opportunities for students. Similarly, a strong Head Girl and Senior Prefect team and School Council ensure that the student body has a voice within the school and that younger students are supported.

Outside of the classroom we are fortunate in having staff who provide a wide range of extra-curricular opportunities for students and this is central to our ethos. Sport plays an important part in the life of the school and we are successful at national and regional level in a number of sports including Tennis and Badminton. Similarly, we have many opportunities for students to showcase and develop their talents in Music, Dance, Drama and the Arts. We enjoy a successful Combined Cadet Force (CCF) partnership with Wilson's School which is very popular with girls in Year 9 and above and an equally successful Duke of Edinburgh scheme. Our commitment to this ethos is reflected in our curriculum provision where a number of enrichment days are set aside, the timetable suspended, and students take part in a number of activities and events that allow them to develop and prepare for life beyond the school.

## **The Sixth Form**

We are proud of our thriving and ever growing Sixth Form that has an excellent academic reputation and provides first class guidance and support so that students enjoy a positive and successful post-16 experience and leave us well prepared for life beyond school.

With around 450 students in the Sixth Form, we offer an extensive choice of A Levels taught in excellent facilities by subject experts. The vast majority of our students in Year 11 choose to stay with us for their Sixth Form education and we also warmly welcome external applicants who meet our entry requirements.

In addition to A Levels, all students in Year 12 will take an elective intended to develop their communication skills and build their cultural capital. There are a number of options available, including the Extended Project Qualification (EPQ) which develops skills of analysis and independent research, vital for success in undergraduate study. Students also follow a wellbeing programme, including dedicated PSHCE time (Personal, Social, Health and Citizenship Education) and Physical Education.

WHSG Sixth Formers continue their education at some of the most prestigious universities in Britain and abroad. To support our students in achieving this, we run an extensive Higher Education programme that includes Oxbridge preparation as well as clear guidance on 'informed choices', Russell Group Universities and the UCAS process.

However, our Sixth Form is about so much more than excellence in academia and we offer a wealth of leadership and extra-curricular opportunities. The prefect team are an integral and highly valued part of the Sixth Form. Lead by our two Head Girls they are a dynamic team who coordinate a large amount of activities giving them brilliant leadership opportunities. In addition, Our Sports Leaders run clubs and contribute to our annual gym and dance display. For those possessing a musical talent we have our Gospel Choir and orchestras who perform at our Spring concert and a wide range of school events. Furthermore, it is Sixth Form students who run some of our most successful clubs and societies, including the Model UN, African-Caribbean Society and our award winning Glee club. All students are actively involved in our local community as part of our volunteering programme, this includes working in charity shops, visiting nursing homes and working in local primary schools.

## **Girls' Learning Trust**

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton.

As the only all-girls multi academy trust in the UK, we have 4,500 students and over 400 staff; our aim is to empower girls and young women by delivering a first class education and providing an inspirational start to their futures.

## Working in GLT schools

Staff are our most valued asset and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the school. Continued professional development plays an important role in ensuring that the quality of teaching is very high in the school. There are many opportunities for cross-trust professional development, with staff from all three schools working collaboratively on research and teaching projects in many areas. We have a GLT professional development conference each year for all our staff and run an exciting and innovative 'Empowering Teacher' programme across the trust.

Other benefits the GLT can offer include:

- A culture of promoting GLT staff within and across our trust - we have an excellent record of developing outstanding teachers and preparing staff for senior leadership.
- Outer-London salary scales with easy access to central London
- Extensive parking on site for free
- Access to Workplace Options scheme, for confidential and independent employment advice
- Access to sports facilities
- A two-week October half term break
- Membership of the Teachers' Pension Scheme (TPS) or Local Government Pension Scheme (LGPS)
- Childcare Vouchers

## Staff Workload and Wellbeing at WHSG

Staff are our most valued asset and we place a high emphasis on staff well-being and professional development. In a recent survey amongst our staff, **91% agreed or strongly agreed** that there was an atmosphere of trust and mutual respect within the school and **96%** said that they were proud to work at the school. As part of our commitment to staff well-being and development, we offer the following to teaching staff:

### Professional Development

- CPD programmes tailored to individual's aspirations which are based both in school and across the wider Trust
- An additional INSET day at the beginning of the academic year dedicated to teacher planning and preparation
- Our "No lesson judgements" policy ensures our lesson observations are developmental and supportive
- One INSET day a year dedicated to moderation and curriculum preparation
- An annual cross-Trust teaching conference allowing the chance to meet and network with other staff
- 'Pop-up' CPD run by staff for staff on issues of their choosing, including pastoral

## Staff Welfare

- A Marking and Feedback policy designed from the bottom up, with regard for teacher workload, based upon a set of principles, different according to department
- Data capture that is measured and timely - we report progress two or three times a year (depending on year group)
- Minimal written reports
- No requirement for teachers to submit lesson plans, even for lesson observations
- Teaching staff are only required to do one twenty minute duty each week
- Supportive yet challenging governance, which understands that teachers are our most valuable resource
- End of school day at 2.50pm making it easier for staff to pick up their children from local schools
- Work scrutiny is departmentally-based and developmental
- We are a school that appreciates the importance of family and do our best to support staff when there are issues and requests for additional leave regarding family events and an Additional Leave policy that supports staff when they may need time off school
- A teaching load of 43/50 1 hour periods of teaching per fortnight maximum.
- The average size of our A level classes is 13 students and GCSE is 24 students. We also continue to run many A level classes even if their numbers are small

## Support

- The school calendar and training is planned in advance across the whole year so people know what is happening and when
- In-house cover supervision team
- A highly effective and proactive support staff that play an important role in supporting teaching and learning
- An Events, Communication and Visits team that are responsible for organising key school events and trips
- Every full-time teacher operates from a base classroom and has an office based work station which means our large staff room can be work station free

## Benefits

- School budgets are set making the assumption that everybody will get their incremental pay rise
- 'Staff Celebration Moments', a staff reward and recognition scheme
- A two-week half-term in the Autumn Term
- Free tea and coffee provided in the staff room
- Access to our fitness suite
- A Staff Association that responds to the welfare of the staff and organises social events
- Use of onsite canteen offering hot meals and salad bar
- Teaching staff can go home if they have PPA time last period of the day

- Opportunities to participate in enrichment activities e.g. theatre visits
- Assisted cycle purchase scheme and designated cycle parking bay
- Opportunities for flexible working
- Access to Workplace Options scheme, for confidential independent employment advice

### Environment

- Pleasant working environment with very well-behaved students
- The school has invested heavily in new buildings and in IT in every classroom
- Eleven acres of school grounds set in Green Belt land

More information on the school can be found at our website

[www.wallingtongirls.sutton.sch.uk](http://www.wallingtongirls.sutton.sch.uk)



## Receptionist

### Job Description

<b>Line Manager:</b>	Headteacher's PA
<b>Grade:</b>	GLT Range 1 (£20,453 - £22,622FTE) <b>pro rata</b> , £7,597 - £8,402 Actual salary from Jan 2023
<b>Hours of work:</b>	2 days/week (Thursday and Friday, 8am-4pm with 45 minutes of unpaid lunch break)  39 weeks (Term Time plus INSETS) + 3 weeks during school closure including the last 2 weeks of the summer break

#### Main purposes of the job (in collaboration with co-receptionist)

1. To provide a welcoming Reception for all visitors to the school, parents, staff and students.
2. To provide administrative support to the Headteacher's PA.
3. To manage lost property
4. To manage visitor and staff car parking
5. To act as a First Aider, when required.

#### Main responsibilities and tasks (in collaboration with co-receptionist)

- 1. To provide a welcoming Reception for all visitors to the school, parents, staff and students.**
  - To greet and sign in visitors, issue badges, and inform visitors of school procedures (such as Emergency Evacuation procedures, as necessary)
  - To greet and sign in / out students (e.g. medical appointments) – (this only includes Sixth Form students in 'core' hours; at other times they will use the designated signing in/out swipe system if they have free periods) and to enter "lates" onto the registration system.
  - To answer the telephone and deal with general enquiries
  - To maintain a friendly and helpful persona at all times, reflecting the character of the school
  - To keep the Reception area tidy and present a professional environment, identifying any maintenance needs to the Premises Team where necessary.
- 2. To provide administrative support to the Headteacher's PA**
  - To undertake filing for student records and maintain records in a good orderly fashion
  - To manage the incoming & out-going post
  - To monitor the stationery cupboard, alerting when stock is low and provision accordingly. Maintain in a good orderly and tidy fashion.
  - To create staff and student ID badges, including replacements.
  - To create replacement smart cards for students and note on Parentpay system.
  - To note lost/confiscated items and add behaviour points as required.
  - To assist the Headteacher's PA in various administrative duties as required.

**3. To manage lost property**

- To manage the arrangements for lost property, and update arrangements from time-to-time as necessary
- To maintain tidy lost property bins, sort and dispose of items at least every ½ term.

**4. To manage visitor and staff car parking and access for deliveries**

- To allocate Visitor Parking, as agreed with the Headteacher’s PA, and using the Booking System.
- To allocate Staff Parking, and maintain a waiting list of staff.
- To monitor intercom & CCTV to the Delivery Gate, and enable access for deliveries, as agreed with the Premises Manager.

**5. To act as a First Aider, when required**

- To undertake and maintain training in First Aid (Emergency At Work), to triage students when they come to reception asking to go to the First Aid room and to act as a First Aider, when called upon, and if necessary supervise students/staff in the First Aid Room, in accordance with the Duty Rota.

**General Duties**

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder’s responsibilities and duties at this time.
- To participate in training, other learning activities and performance development as required.

**Key measures of success**

- The ‘front of house’ Reception is a welcoming and professional environment, reflecting the character of the school (as assessed by the Headteacher and SLT).
- Communication with visitors, staff, students and parents is friendly, efficient and helpful at all times - in person, on the telephone and in written correspondence (as assessed periodically through feedback from staff, parents, School Council, etc)

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Signed:

Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Post Holder: \_\_\_\_\_

Date: \_\_\_\_\_



## Receptionist

### Person Specification

#### RELEVANT EXPERIENCE

<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Administration experience in a busy office</li> </ul>	<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Previous experience of working within a school</li> <li>• Experience of using SIMS</li> <li>• Experience of operating a telephone switchboard</li> <li>• Proven experience of running a busy reception area effectively and operating a telephone system</li> </ul>
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#### QUALIFICATIONS & TRAINING

<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft Office packages (Outlook, Word, Excel &amp; Powerpoint)</li> <li>• A willingness to undergo any training /development that may be relevant to the role</li> </ul>	<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• An awareness of relevant school policies and procedures including child protection, fire evacuation, health and safety etc</li> </ul>
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#### SKILLS & ABILITIES

<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Proven ability to work on own initiative and as part of a small team</li> <li>• Proven ability to multi task and to prioritise activities</li> <li>• Ability to relate to students</li> <li>• Proven ability to be patient and remain calm in challenging situations</li> <li>• Proven ability to communicate effectively with a variety of people, whilst maintaining a calm and welcoming atmosphere in the reception area</li> </ul>	
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**PERSONAL QUALITIES**

<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• Demonstrable professional and welcoming approach when dealing with enquiries</li><li>• Ability to be assertive when necessary, whilst retaining professionalism</li><li>• Willingness to deal with first aid issues</li><li>• To maintain confidentiality when required</li></ul>	<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• An awareness and understanding of Equal Opportunities</li><li>• Willingness to 'lend a hand' and 'join in' with school activities and play a full and active part in the life of the school</li></ul>



## Notes to Applicants

### Safeguarding

Wallington High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

### Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

Your completed application should be sent to: [vacancies@wallingtongirls.org.uk](mailto:vacancies@wallingtongirls.org.uk)

**Closing date:** Friday 6<sup>th</sup> January 2023

***(We reserve the right to close early should the right candidate be found)***

If you are shortlisted, we will take up references prior to your interview unless otherwise specified.

***For your convenience our specimen contracts can be viewed on the vacancy page of the School website.***

*As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.*

*For further information about this and to read our Data Protection and Freedom of Information Policy please visit one of our schools websites: For WHSG <http://www.wallingtongirls.sutton.sch.uk/Policies>*