

**Thank you for your interest in the  
Receptionist position  
and your interest in joining the  
Archbishop Ilsley family**



**Proud to be part of the St Teresa of Calcutta Multi Academy Company**



**ST. TERESA OF CALCUTTA  
MULTI ACADEMY COMPANY**  
Dream | Believe | Achieve



## Welcome from our Head Teacher



Thank you for your interest in joining Archbishop Ilsley Catholic School.

The ethos of Ilsley is quite simple. As a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley.

We have great facilities: as well as a spacious staffroom (we have briefing twice a week in here), we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool. The building is well maintained by our excellent site staff.

I hope you find this application pack informative and useful. If you read some of the posts from our Twitter account [@ABillsey](#), you will also get a flavour of what day-to-day life is like at Ilsley. I also recommend you come to visit the school. Simply email [enquiry@ilsley.bham.sch.uk](mailto:enquiry@ilsley.bham.sch.uk) and one of our staff would be happy to give you a tour and their opinions about what it is like to work here.

I look forward to receiving your application and meeting you in person.

C. Clinton

Ciaran Clinton

## **What staff say about working at Archbishop Ilsley Catholic School**

“Staff are really friendly...really supportive... not judgmental.” Male maths teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“I feel really lucky to work here.” Female PE teacher

“Ilsley is the centre of the community.” Male PE teacher

“I love this school... I love teaching here.” Male Humanities teacher

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go for help, and they would say no... it would be a ‘YES’ – without a doubt.” Female Art teacher

## **Staff happiness is our priority. Things that make Ilsley a special place to work**

1. Fantastic, talented and welcoming staff.
2. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
3. Wednesday football after school on the astroturf (everyone welcome)
4. A welcoming and friendly staffroom
5. Secret Saints
6. Wellbeing Wednesday
7. Blue Monday treats
8. An understanding of those juggling work and family life – time off for children’s first day at school, nativities, sports day etc
9. Duke of Edinburgh – the best in Birmingham. A must for lovers of the outdoors and we’re always looking for more volunteers.
10. A caring, supportive and understanding SLT
11. No unnecessary meetings
12. A workable marking policy
13. Great extra-curricular opportunities (theatre, House of Parliament, dance competitions, Berlin, Battlefields, Global Links)
14. Whole school events for the pupils (Cultural Day; Y7 Blackwell and summer disco; Y8 Valentine’s disco; Y10 roller disco; Y11 St Patrick’s Day parade)
15. End of term celebrations

**Receptionist  
Full time  
Permanent**

Archbishop Ilsley Catholic School are looking for an enthusiastic, reliable and friendly person with great communication skills who is a team player and ideally with experience of working in a similar role.

The successful candidate will undertake a variety of tasks including cover for Reception, offering a 'front line' service to pupils. Other duties will include operating the switchboard; dealing with a range of enquiries from pupils, parents, staff and other visitors; word processing and date entry:

- Have excellent interpersonal skills and be able to communicate effectively with pupils, parents, staff and visitors.
- A 'can do' attitude and able to multi task
- The ability to keep calm and work well under pressure
- Remain professional at all times
- Understand the need for complete confidentiality
- Support the Catholic ethos of the school
- Be prepared to undertake any necessary training

Archbishop Ilsley is a large oversubscribed Catholic Secondary School in Acocks Green on the border of Hall Green and Yardley, that caters for pupils between the ages of 11 and 18. There are 210 pupils in each year and the sixth form is predicted to grow considerably over the next five years. OFSTED rated the school 'good' when they last visited in June 2018. Our GCSE results are strong and over 50% of last year's Year 13 received a grade B; 25% achieved an A or A\*.

**Deadline for applications: Friday 22nd August 2025 at 9.00am**

**Interviews are likely to take place on the following date: Thursday 28<sup>th</sup> August**

### Person specification for the role of Office Administrator / Receptionist Cover

Qualities and Attributes	Essential	Desirable	Evidenced By
<b>Education and Training</b>			
Educated to GCSE or equivalent	✓		Letter of application
Additional Administration Training Courses	✓		Letter of application
<b>Relevant Experience</b>			
Provision of an administrative/reception service		✓	Letter of application/Interview
Experience of Microsoft packages and use of other software packages	✓		Letter of application/Interview
Working under pressure	✓		Letter of application/Interview
Working with conflicting demands		✓	Letter of application/Interview
<b>Skills and abilities</b>			
Able to work under pressure and meet deadlines	✓		Letter of application/Interview
Able to identify priorities and organise work accordingly	✓		Letter of application/Interview
Able to be innovative in finding solutions to problems	✓		Letter of application/Interview
Excellent interpersonal skills	✓		Letter of application/Interview
Able to work on own initiative or as part of a team	✓		Letter of application/Interview
Ability to manage highly confidential and sensitive information.			Letter of application/Interview
<b>Other</b>			
Excellent attendance and punctuality			Letter of application/Interview
Willing to undertake appropriate training			Interview

**Post Title: Receptionist**

**Start date: September 2025 or as close as**

**Post Purpose:**

To uphold the Catholic Life and Mission of the school.

To raise standards of pupil attainment and achievement within their area of curriculum responsibility.

To be accountable for pupil progress within the curriculum area.

**Reporting to:** Senior Office Manager

**Working Time:** Full time Contract

**Salary/Grade:** Grade 2 (40 hours per week – 8am – 4.30pm - Term time only + 2 weeks over the holidays)

(£24,027- £25,992)

**Disclosure Level:** Enhanced

**Job Purpose**

To uphold and support the Catholic ethos of the school.

Under the direction of the Office Manager:

- To provide reception and switchboard support to the school.
- To provide clerical support to the school's administrative function
- To contribute, through the full range of office duties, to the smooth running of the school's general office and ensuring that efficiency, versatility and lines of communication are effectively maintained.
- To facilitate the requirements of staff and pupils in the day to day management of the school.

**Scope**

- i) To provide an administrative support service which enables the school to achieve it's aims and objectives.
- ii) To work as a member of the team ensuring efficiency and economy in all aspects of the school's administrative responsibilities.
- iii) To be flexible in facilitating the organisational and administrative priorities of the school by responding positively to change.

**Duties and Responsibilities**

Providing reception and switchboard support to the school, including:

- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate.
- Operating the school's main switchboard, transferring calls, or taking and delivering messages as appropriate.
- Receiving and relaying promptly any telephone or other messages, dealing as appropriate with routine enquiries.
- Receiving deliveries to school ensuring they are directed to the appropriate person.
- Ensuring that visitors are courteously and correctly received and dealing sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- Maintaining a clean and tidy Reception area, reporting any problems to the Premises Manager.

2. Providing clerical support to the school's administrative function, including:
  - Receiving and sorting incoming mail for delivery to appropriate staff.
  - Recording franking and posting outgoing mail.
  - Occasional routine word processing, as and when required.
  - Occasional filing, reprographic duties and associated tasks
  
3. General
  - To ensure that Health and Safety arrangements are maintained.
  - To participate in appropriate training and INSET ensuring that personal skills are maintained, thus facilitating the effectiveness and efficiency of the schools administrative service.
  - To undertake any other unspecified duties commensurate with the grading and nature of the role.

### **Professional Standards**

- a. Support the aims of the school to promote a 'learning community'.
- b. Treat all members of the community, colleagues and pupils, with respect and consideration.
- c. Treat all pupils fairly, consistently and without prejudice.
- d. Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- e. Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities.)
- f. Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- g. Take responsibility for their own professional development and participate in staff training when provided.
- h. Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- i. Read and adhere to the various policies of the school.
- j. Participate in the management of the school by attending various team and staff meetings.
- k. Undertake duties as prescribed within school policies.
- l. Ensure that all deadlines are met as published in the school calendar.
- m. Undertake professional duties that may be reasonably assigned to them by the Head teacher (e.g. cover, etc).
- n. Be proactive and take responsibility for matters relating to health and safety.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

**Signatures:**

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed.....(Teacher) Signed.....(Head Teacher)**

**Dated.....(Teacher) Dated .....(Head Teacher)**

## **Safeguarding commitment**

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect
- Our people have the right to experience their optimum mental and physical health
- Every child has the right to an education and young people need to be safe and to feel safe in school
- Young people need support that matches their individual needs, including those who may have experienced abuse
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs
- Our young people should be encouraged to respect each other's values and support each other
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need.
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

As part of our safer recruitment process, please be aware that all shortlisted candidates will be subject to an online search.

As a potential new employee you will also be expected to uphold and promote our safeguarding culture.

This post requires an enhanced disclosure in accordance with the Protection of Children Act 1999.