



Clitheroe Royal Grammar School

Founded in 1554

Receptionist/Administrator

22.5 hours per week – Monday to Friday

Grade 4 (point 4 to point 6) £23,114 - £23,893 p.a pro rata, depending on experience

Actual Salary £11,831 to £12,405 p.a

Term Time only

An exciting opportunity has arisen to appoint an enthusiastic, conscientious and well-organised Receptionist/Administrator to join our busy Main School office team.

You will need to have excellent interpersonal and organisational skills, be approachable and responsive to enquiries from staff and students. Experience of working in a busy reception/office environment is essential. Hours of work will be 8:30am to 1:00pm Monday to Friday.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/> with completed application forms returned by email to: hr@crgs.org.uk

The closing date for applications is 12 noon on Thursday, 30th November 2023 and interviews are expected to take place week commencing 4th December 2023.



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November 2023

Dear Applicant

Thank you for your interest in the post of Receptionist/Administrator at our school. Clitheroe Royal Grammar School is a historic school with a great tradition and one that is forward-thinking, welcoming and responsive. Clitheroe Royal Grammar School is a large and very successful split-site school, half a mile apart. There are currently over 1447 students on our roll, with 668 of those at our thriving and vibrant Sixth Form located at our York Street site. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 779 Main School students on roll.

Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

The successful candidate will be working within the busy main office at our Chatburn Road site, which comprises of a part time Receptionist/Secretary working in the afternoons, a Teaching, Learning and Admissions Administrator and a School Business Administrator. An Administration Supervisor supports the administration service across the whole school. Your role will be to act as the first point of contact for the school, welcoming visitors and responding efficiently to telephone enquiries. You would also assist in the smooth running and provision of an administrative service at Main School therefore, a good working knowledge of Microsoft Office 365 is essential. Experience of Schools Information Management System (SIMS) would be an advantage but training will be given.

The successful candidate must be enthusiastic, self-motivated, approachable and responsive to enquiries from staff, students and parents. You will require excellent interpersonal skills along with the ability to organise a variety of different tasks, and you will be required to prioritise work throughout the morning to deal with a variety of different responsibilities, including attendance and student queries, whilst maintaining high standards.

As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate. This position is 22.5 hours per week, term time only. The hours of work will be for the benefit of the school and are expected to be 8:30am to 1:00pm Monday to Friday.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit your completed application via our website at www.crgs.org.uk/about-us/vacancies/ accompanied by a supporting letter of no more than 2 sides of A4.

In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

Applications should be marked for the attention of the Bursar and returned by post or email to HR@crgs.org.uk no later than **12 noon on Thursday, 30th November 2023**. Interviews are expected to take place week commencing 4th December 2023.

If you submit an application and have not heard from us by Thursday, 11th January 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application.

Thank you again for your interest in this crucial post and we very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', written in a cursive style.

Lynne Higginbottom
Bursar



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Job Description	
Job Title	Receptionist/Administrator
Grade	Grade 4 (point 4 £23,114) to (point 6 £23,893) p.a pro rata depending on experience Actual Salary £11,831 to £12,405 p.a
Location	Chatburn Road
Responsible to	Head of Main School, Assistant Headteachers and Bursar
Job Purpose	To be responsible for the day to day running and organisation of the Main School reception office at Chatburn Road, to provide administrative support to staff and students.
<p>Reception Duties</p> <ul style="list-style-type: none"> • Meet and greet visitors/contractors, inputting their details on the InVentry system and adhering to the schools safeguarding procedures • The management and distribution of internal and external post, facilitating the transfer of inter-site post • Ordering of supplies, equipment and classroom resources through SAGE • Facilitating deliveries and maintaining an organised and tidy office environment • Undertake reception duties including answering telephone, responding to standard queries and enquiries throughout the day and managing the Main School email inbox <p>Administrative Support</p> <ul style="list-style-type: none"> • Administration of attendance including: <ul style="list-style-type: none"> • Recording and monitoring absence on SIMS • Producing attendance reports via SIMS • Communication of attendance concerns to Main School Team • Liaising with parents around student absence • General administration duties including typing of letters, forms, handbooks, schemes of work for all staff and the filing of correspondence • Facilitating the requirement of photocopying with the Reprographics Technician • Facilitating correspondence to be sent to students/parents via Edulink • Inputting information onto SIMS, production and collating of student reports • Take notes at ad-hoc meetings as required • Student support as required, including liaison with staff and/or parents and students • Use of Microsoft Office 365 and other Management Information Systems (MIS) as required • Other Administrative/Teacher/Student Support • Responsible for updating the school's electronic noticeboard • Support the Heads of Learning, as appropriate • Student leadership and peer mentor recruitment administration • Support students with administration of events, where required • Assist with school events including, parents evenings, leavers assembly, awards evenings etc • Liaising with HOL to ensure textbooks are returned, facilitating chase up letters as appropriate • To assist in maintaining the school diary 	

Other Duties

- Record first aid occurrences on the schools EVERY system
- To administer first aid to students and staff as required
- Administration of meeting room bookings, and liaising with the catering staff as required
- Preparation of refreshments for visitors, where appropriate, on behalf of the Senior Leadership Team
- Any other reasonable duties as defined by the Head of Main School and the Bursar

Support for the School

- To work within and promote all school policies and procedures
- To have due regard for safeguarding and to follow child protection and procedures adopted by CRGS
- To attend skill training and participate in personal/performance development as required
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To uphold and promote the values and ethos of the school
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times
- To complete a three day First Aid at Work qualification and maintain the certificate while an employee of Clitheroe Royal Grammar School

Conditions of Service

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 22.5 hours per week, term time only
- Hours for the post will be for the benefit of the school and are expected to be Monday to Friday 8:30am to 1:00pm
- The postholder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site

Agreed by: Lynne Higginbottom

November 2023

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates. We welcome applications regardless of age, gender, ethnicity or religion.

The key responsibilities and duties set out the area of work in which duties will generally be focused and give an example of the type of duties that the post holder could be asked to carry out. Post holders are expected to be flexible and may be required to carry out different duties as may be reasonably assigned by the Head of Main School, Assistant Headteachers and the Bursar.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification Form: Receptionist/Administrator		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), References (R)
Qualifications		
Excellent numeracy and literacy skills	E	AF / I
GCSE level 5-9 or equivalent to include Maths and English	E	AF
Experience		
Experience of providing an effective general administrative service	E	AF / I / R
Experience of working in a school	D	AF / I / R
Ability to work under pressure	E	AF / I / R
Competent knowledge and experience of Microsoft Office 365 – specifically Word and Excel	E	AF
Experience of SIMS (School Information Management Software)	D	AF / I
Able to demonstrate suitability for working with young people	E	AF / I / R
Knowledge/skills/abilities		
Ability to perform tasks efficiently and accurately using own initiative when appropriate	E	I / R
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	E	I / AF
Effective written and verbal communication skills appropriate to a range of different situations	E	AF / I
To work flexibly as the workload demands and to accommodate the changing needs of the school	E	I
Excellent interpersonal skills	E	AF / I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	E	AF / I
Ability to build and maintain effective working relationships	E	AF / I / R
Ability to maintain strict confidentiality of information received and processed with discretion	E	AF / I
Other		
A commitment to sustain regular attendance at work with a flexible approach to working hours	E	I / R
A commitment to continuing professional development	E	AF / I
Willing to undergo first aid training and fulfil first aid duties	E	AF / I
Full driving licence	D	AF / I