



Littlelover Community School
Receptionist
Application Pack

Welcome from the Headteacher

An exciting opportunity has arisen at Littleover Community School for an exceptional Receptionist to join our experienced and highly motivated team!

We are looking for a reliable and enthusiastic individual who can provide a courteous and warm welcome for students, staff and visitors. The successful candidate will play a key part in answering general incoming telephone calls and visitor enquiries, liaising with students and parents/ carers, and will need to balance general duties with providing comprehensive administrative support, as required.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently high levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Completed application forms, with a supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to jobs@littleover.derby.sch.uk or via the TES platform.

Please note, school will only contact successful candidates.

Yours sincerely,



J. Wilding
Headteacher





Welcome to Littleover

Learning, Caring, Succeeding



Local Authority
School



1830 Students



Outstanding
Sixth Form

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

Summer 2023 headlines:

- Key Stage 4 Progress 8 +0.54
- 40% of students achieved 3 or more GCSE grades 7-9
- A Level average grade B+

Last year, our Year 11 students achieved the highest Progress 8 score of any school in Derby or Derbyshire. As an inclusive school, we particularly value this measure as it reflects the progress made by every child regardless of their starting point.

Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: [HTTPS://FILES.OFSTED.GOV.UK/V1/FILE/50201266](https://files.ofsted.gov.uk/v1/file/50201266)

"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.

Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.

Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their teachers provide and the sense of community they share with their peers.

Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club. Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.

Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."

Language Hub Status

Littleover Community School is one of just 15 schools nationally to have been awarded Phase 1 Language Hub status. We are the home of Derwent Language Hub, a beacon of good practice for Languages teaching across the East Midlands.

The school is working with six local Partner Schools to develop the teaching of French, German, and Spanish across Derby city. The focus is increasing both the uptake of Languages at GCSE as well as raising the attainment of students who sit these qualifications.

Our school is a vibrant and diverse community of staff and students. Our students speak over 50 Languages. We are excited that Language Hub funding will give us the opportunity to develop provision for Home, Heritage, and Community Languages including British Sign Language across our community and the wider region.



Why should you join Littleover Community School?

Wellbeing

What we can offer:

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy

Access to the latest technology, including new high spec laptops for staff

A centralised behaviour system which means no detentions for teachers, disruption free classrooms and a supportive internal Alternative Provision

Financial, legal and practical support from qualified professionals on a range of personal issues

All staff also have access to Education Support's Employee Assistance Programme which includes: Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations

Employment benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!





Receptionist

Job purpose:	To provide an efficient office and telephone reception service to the School
Salary (FTE):	Grade C £23,500 - £23,893 SCP 5 - 6
Salary (Actual):	Grade C £13,506 - £13,732 SCP 5 - 6
Hours:	24: 8.00 am to 4.30 pm Monday to Wednesday (half hour lunch each day)
Contract:	Permanent
Weeks worked:	40 (39 Term time), including Inset days, and one week to be worked during summer holidays
JIQ Reference No:	S-1499
Closing date:	Wednesday 1st May 2024

Duties and responsibilities

1. To work in accordance with the aims and policies of the school.
2. Providing a courteous and welcoming telephone and reception service for visitors to the School, operating a signing in system and ensuring that all visitors to the School premises have appropriate identification
3. To assist in the operation of the gated access system. To receive and welcome all visitors, ensuring they sign in and are issued with Visitors' Passes, in line with the School's Security Policy and Safeguarding guidelines.
4. To deal with all telephone enquiries/emails and relay messages to the appropriate members of staff and students.
5. To deal with and provide advice to students and staff at the office reception, as appropriate.
6. To liaise with and assist other members of the administration team working on Reception and elsewhere, in connection with job applications, booking of meeting rooms, stationery orders and other relevant issues as they arise.
7. To record any reported equipment faults or site maintenance problems and liaise with the site manager/ site team to organise repairs.
8. To register/deliver all outgoing mail, as required.
9. To assist in the smooth running of Reception, covering for absence/sickness when required.
10. To provide administrative support for various faculties and staff within school, as required.
11. To provide clerical support as required for members of the Senior Management Team.
12. To ensure all visitors are accounted for during an emergency evacuation.
13. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
14. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within school, undertaking all necessary training.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

Person Specification

	Essential	Desirable
1. Knowledge and Understanding:		
Experience of working in a school or similar environment		x
Experience in a similar role		x
Excellent working knowledge of Microsoft Office packages, including Word, Excel with particular reference to spreadsheets	x	
Excellent communication skills both verbal and written	x	
Effective listening skills	x	
Ability to produce accurate and precise data and letters	x	
Ability to work independently as well as within a team	x	
Able to collate and feedback information	x	
Have a working knowledge of Microsoft packages	x	
Able to maintain issues of confidentiality in the working environment	x	
2. Qualifications		
English GCSE A*-C or equivalent	x	
Mathematics GCSE A*-C or equivalent	x	
3. Personal qualities		
Ability to respond positively and calmly, with students, parents, co-workers and external organisations	x	
Emotional resilience	x	
Solution focused approach to work	x	
Flexible attitude to work and willingness to adapt to change	x	
Able to use own initiative	x	
4. Other		
Be prepared to undertake relevant training, as and when required	x	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant school policies	x	



Equality and diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

