



Ysgol Clywedog

Receptionist

Maternity Cover - 6 November 2023 - 19 July 2024

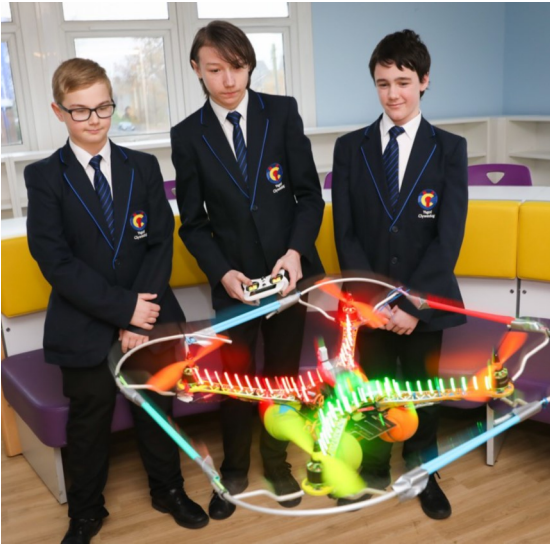
Grade O4 - Level 2 Job ID 1133

Term time only

CLOSING DATE: 9:00 am 2nd October 2023

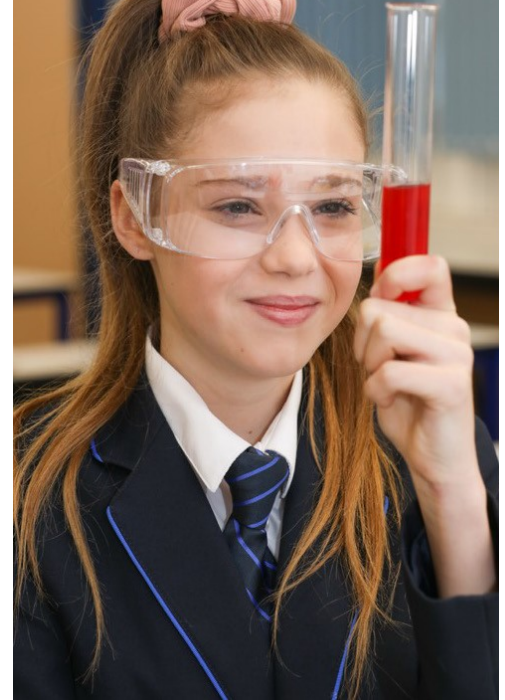
INTERVIEWS: w/c 2nd October 2023





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



July/Gorffennaf 2023

Dear Applicant

We are looking to employ a Receptionist to manage the busy reception desk and other administration tasks. Knowledge of Word and Excel essential, knowledge of SIMS would be an advantage. Good communication and people skills are necessary for this high profile role

Ysgol Clywedog is an 11-16 English medium community comprehensive school, situated on the western edge of Wrexham in attractive grounds with excellent facilities. We are an inclusive school with 820 pupils on roll, including two resourced provisions – Cefnfor supports students with social anxiety issues and Enfys supports students with learning difficulties. Good relationships are a feature of our school and we are committed to the development of the whole child.

Our ethos is firmly based on respect, which is promoted in all aspects of school life. The high quality of our pastoral care and our high expectations of students contribute to a happy and safe environment. At Ysgol Clywedog we are proud of our students and they are proud of their school.

We are very ambitious and pride ourselves on the culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their absolute best in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

Our priority is to continue to improve the quality of teaching and learning, therefore, we seek applications from enthusiastic and skilled professionals who are able to contribute positively to an ever-improving school. Please do not hesitate to contact me at the school if you wish to discuss this post in more detail.

I look forward to receiving your application in due course.

Yours sincerely



Mr Alberto Otero
Headteacher

POST: ADMINISTRATION AND ORGANISATION – LEVEL 2**PAY GRADE - L02, G04 (Point range 10 – 15) Job I.D. 1133****PURPOSE:**

Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

MAIN DUTIES AND RESPONSIBILITIES**ORGANISATION**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
Assist in arrangements for schools trips, events etc.

ADMINISTRATION

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

RESOURCES

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

CONTACTS

Headteacher
Deputy Headteacher
ALNCo
All Teaching/Non Teaching Staff
Pupils
Parents



PERSON SPECIFICATIONS

POST: ADMINISTRATION AND ORGANISATION – LEVEL 2

PURPOSE: Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

Qualifications	NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	
Experience	General clerical/administrative/financial work	
Knowledge and Skills	Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard skills Knowledge of relevant policies/codes of practice & awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles & responsibilities and your own position within these Ability to identify own training & development needs & cooperate with means to address these	



Ysgol
Clywedog



Completed applications should be returned FAO:
Mrs Wendy Evans, Business Manager via email to:
vacancies@clywedog.org

Or by post to:

Mrs W Evans, Business Manager

Ysgol Clywedog

Ruthin Road

Wrexham

LL13 7UB

CLOSING DATE: 9:00 am 2nd October 2023

INTERVIEWS: w/c 2nd October 2023

The successful applicant will be subject to an Enhanced Disclosure and Barring Services check (DBS)

Tel: 01978 346800