

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



Tel: 0118 978 0165

holtschool@holt.wokingham.sch.uk

www.holtschool.co.uk

Receptionist/Administrator

To start as soon as possible

30 hours per week

9:15am – 3:15pm term time plus 3 inset/holiday days

Rate of pay: Grade 3 Scale Point 5-6

£9.74 - £9.94 per hour

Actual Salary £12,842 per annum

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

The successful candidate needs to demonstrate excellent interpersonal, and administrative skills. An ability to work in a team and flexibility are also important. Excellent knowledge of Microsoft Word and Excel is essential. Knowledge of the SIMS programme would also be beneficial but training can be given.

Application forms and recruitment pack are available to download from the school [website](#)

Please note that CVs will not be accepted. Prospective applicants are welcome to telephone Mrs Diane Hampton HR Manager on 0118 978 0165 for more information about this post.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

Closing Date: 9am 23rd September 2019

Interview Date: 27th September 2019

THE HOLT SCHOOL JOB DESCRIPTION



Job Title: Receptionist General Administrator : Admin Central Team	Name:	
Reports to: Co-Headteachers' PA	Reviewed: September 2019	
Grade/Pay Scale: 3	Hours of work/FTE	30 per week term time + 18 holiday hours
Employment Status Permanent		Monday - Fri 09:15am - 3:15pm
	Holiday Hours	18 holiday hours: 2 days @ 11.30 – 3.30 pm = 8 hours total 1 inset day on date allocated: 08.30 – 3.30pm = 6.5 hours –with half hour unpaid lunch. (Cover to be mutually agreed with other receptionist) 8.30am – 12 noon = 3.5hrs for either GCSE or A level results day in August)

To be line managed by

General:

To be line managed by Co-Headteachers' PA

General:

As part of the Admin Central Team to undertake general clerical duties for departments without their own admin support as required and to support other admin staff or teaching staff as requested.

Individual responsibilities:

Receptionist

- To operate the telephone switchboard, dealing with telephone enquiries and taking telephone messages where appropriate.
- To receive visitors and counsellors to the school and deal with their queries, ensuring that they sign the visitors' book and receive a badge for recognition
- To deal with student enquiries as necessary.
- To ensure registers are put in relevant crates daily.
- To assist with the distribution of lost property and ensure the lost property area is kept tidy.
- Along with other receptionist, to ensure that outside counsellors' and tutors appointments with students run smoothly.
- Along with the other receptionist to arrange with Year 8 tutors to have a student receptionist on duty daily.
- Along with other team members share the day to day filing and the annual moving of the year group files.

Additional responsibilities:

- Administering the Ex Year 11 Presentation Evening and organising the annual engraving of all cups and shields.
- Keeping an updated spread sheet of school contacts to be used for all events.
- Oversee administration for school transport.
- To oversee and help with administration of special events as and when required.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed..... Date:

Post Holder

Signed: Date:

Co-Headteacher

Person Specification: Receptionist/Administrator	Essential	Desirable
Education		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
A Levels/Post 18 qualifications		✓
Excellent IT skills - extensive knowledge of Word, and Excel. Knowledge of Publisher and Outlook advantageous	✓	

Skills		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Good communication skills – orally and written	✓	

Personal Qualities:		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	

Committed to:		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓

About the School

Thank you for your interest in applying for a post at The Holt School.

The Holt is an “Outstanding” (OFSTED June 2008) girls’ comprehensive school with an eighth form entry in the main school and a co-educational sixth form making a total roll of 1253. The Holt is one of 11 secondary schools in Wokingham town.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extend to 13 acres and form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As a school with a global outlook, we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 61% of entries achieving A*AB and 30% A*A.

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. Personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure and Barring Service Check.