

# Sir John Thursby Community College



## Candidate Information Pack

### Receptionist

Dear Applicant,

Thank you for your interest in the post of Receptionist at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'.*

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has '*high expectations of pupil's behaviour*' (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA ([l.barwell@sirjohnthursby.lancs.sch.uk](mailto:l.barwell@sirjohnthursby.lancs.sch.uk)) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

*R Browning*

Rob Browning  
Headteacher



Sir John Thursby Community College  
Eastern Avenue, Burnley BB10 2AT  
Tel: 01282 682313

Email: [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

Website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Headteacher: Mr R Browning / Mr M Renshaw (HT designate)

## **Receptionist**

**Grade 4 pt 4-6 - Actual Salary £20,058 - £20,734 pa**

**37 hours per week / Term-time only + 1 week**

**Required from 1<sup>st</sup> September 2024**

### **We are characterised by how we treat our people**

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023

This is an excellent opportunity for a suitably experienced individual to join a successful and welcoming school. We are looking to appoint an able, enthusiastic and efficient individual who will be the first point of contact and provide a warm welcome to visitors of the school. The role will include undertaking reception duties, routine administrative tasks and liaising with students, staff and parents.

You will have excellent communication and IT skills and the ability to adapt to the demands of working in a busy and vibrant school office.

It is an exciting opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school. At SJT we view the professional development of all staff as a priority and you will be joining successful and committed team.

The successful candidate will fully embrace our ethos of ‘Belong, Believe Achieve’ whilst bringing fresh ideas that will build on current strengths and achievements.

Further details and application form are available from the college website or as detailed below.

**For an application pack please:**

- download from the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313
- or email [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

Send your completed Application form (only the version attached) to:  
**[recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)**

**Closing date: 9am Monday 8<sup>th</sup> July 2024**

**Shortlisting: Tuesday 9<sup>th</sup> July 2024**

**Interviews: Week commencing 15<sup>th</sup> July 2024**

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. 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.

## Lancashire County Council

### Role Profile - Operational Context Form

<b>Post title:</b> School Business Support Officer 2: Receptionist					
<b>Directorate:</b> CYP Schools			<b>Location:</b>		n/a
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	n/a
<b>Grade:</b>	Grade 4 Pt 4-6	<b>Line Manager:</b>	Assistant School Manager - Admin	<b>Essential Car user:</b>	No

#### Scope of Work – appropriate for this post:

Under supervision maintain, update and extract information from systems and databases and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of higher-level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages.

#### Accountabilities/Responsibilities – appropriate for this post may include:

1. Provide a warm and welcoming reception service to students, staff and visitors.
2. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, electronic mail correspondence, distributing incoming mail, processing and recording outgoing mail, photocopying etc.
3. Maintaining and updating manual and computerised records including, for example, visitor diary, keys, stationery, uniform, postage, staff access badges, school trips, registers etc.
4. Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher.
5. Maintain the reception area to ensure a professional and positive atmosphere, ensuring noticeboards and visitor information is kept up to date.
6. Awareness and understanding of school safeguarding procedures, checking, verifying and recording DBS status of all visitors, raising queries and concerns with Single Central Record administrator and Designated Safeguarding Lead when appropriate.
7. Maintaining stock and ordering supplies of routine stationary items and uniform including the distribution and storage of stock.
8. General welfare support, where required, including liaison with students, parents and staff.
9. Liaising with Facilities Management company regarding urgent premises matters.
10. Routine Fire Warden duties as part of a larger team and in line with the school's fire strategy.

### General

1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
2. To work within school policies and procedures.
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues.

### Additional supporting information – specific to this post

#### Indicative knowledge, skills and experience

- General experience of working in a customer facing role.

**Prepared by:**

T Collinge

**Date:** June 2024

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### 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.

#### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

#### Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Lancashire County Council

<b>Person Specification Form</b>		
Post title: Receptionist/School Business Support Officer 4	Grade: Grade 4	
Directorate: Children and Young People		
Establishment or team: Sir John Thursby Community College		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: Application form (AF), interview (I), test (T)</b>
<b>Qualifications</b>		
Minimum of 4 GCSE or equivalent incl. English	E	AF/I
Recognised and relevant NVQ Level 3 or equivalent	D	AF/I
<b>Experience</b>		
Experience of operation of administrative systems	E	AF/I/T
School administrative experience (knowledge of SIMS)	D	AF/I/T
Experience in a customer facing role	E	AF/I/T
Experience in a receptionist / switchboard role	D	AF/I/T
<b>Knowledge, skills and abilities</b>		
Ability to act as first point of contact in a professional, welcoming and patient manner	E	AF/I/T
Ability to interpret relevant legislation, policies and guidelines and apply to processes	E	AF/I/T
Excellent communication skills	E	AF/I/T
Ability to work on own initiative, recognising and acknowledging sensitive situations appropriately	E	AF/I/T
Good IT skills with experience of Microsoft packages including the use of email, word and excel	E	AF/I/T
Good organisation skills	E	AF/I/T
Ability to work accurately and prioritise workloads to meet deadlines	E	AF/I/T
Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E	AF/I/T
The ability to work as part of a team	E	AF/I/T
First Aid Certificate	D	AF/I/T
<b>Other (including special requirements)</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance at work and to ensure the office is staffed during operational hours	E	I
Commitment to undertake in-service training	E	I
Discretion and confidentiality	E	I
Prepared by: T Collinge	Date:	June 2024



## SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

### OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

### MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



### OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

### OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



**BELONG BELIEVE ACHIEVE**

## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. 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.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313  
[www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)