



Rye St Antony
O X F O R D



School Receptionist
September 2021

Dear Candidate

Welcome to Rye!

We are looking for two professional and experienced Receptionists to join our thriving all-through school based in the Headington area of Oxford. The role of Receptionist is a public-facing role, and the Receptionist will be the first point of contact for all visitors to the school whether by telephone or in person.

As an established school in Oxford, we believe in knowing individuals and building strong relationships with all those who are part of our school community. For ninety years we have been focused on educating the individual. As we move towards our centenary celebrations we are committed to continuing to extend our school further.

The post holder must reflect all that we are proud of here at Rye, and will join a professional and friendly admin team who help to keep the school running, and who are committed to supporting and developing the school further.

If you are good at prioritising tasks, enjoy managing competing priorities, and working in a busy environment this is the role for you.

Best wishes

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

Miss Joanne Croft

Head

Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person *they* want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.



History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye is celebrating its 90th anniversary, and building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

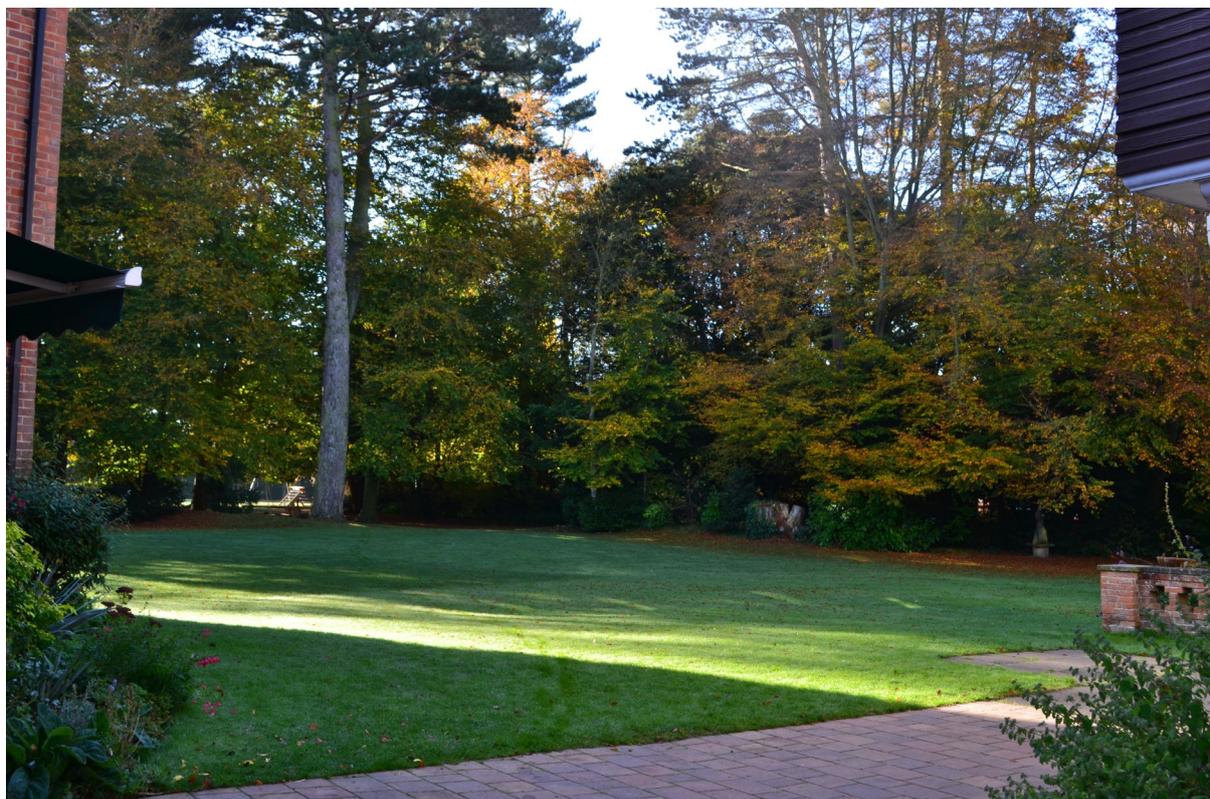
Catholic Christian Life

'Who do you want to be? Who has God made you to be?'

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and none and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualification.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



The Role

We have an exciting opportunity for two experienced Receptionists to share a crucial role as the first point of contact for all enquiries to the school, whether in person or on the telephone. Based in the heart of the school, the Receptionist will provide a warm welcome for parents, pupils, staff and visitors, and will also provide administrative support for our Deputy Heads.

The position is term time only with 2 additional weeks in the summer holidays. The hours of work are from 7.45 am - 1.00 pm or 12.45 pm - 6.00 pm (15-minute handover). In your application, please state whether you wish to work in the mornings or afternoons or have no preference.

The Receptionists will be responsible to the Head's PA.

The role of the Receptionist will include:

- Greeting and welcoming visitors as soon as they arrive on site
- Monitoring arrivals on site to control access and ensure that all visitors sign in on arrival and are given badges as appropriate
- Ensuring that all visitors are aware of safeguarding procedures and security and safety issues, including evacuation procedures.
- Informing the relevant person of a visitor's arrival
- Responding appropriately to all face-to-face, email and telephone enquiries from visitors, parents, staff and pupils
- Answering, screening and forwarding incoming phone calls
- Maintaining professional relationships with parents, pupils and prospective families
- Acting as an administrative assistant for the three Deputy Heads
- Ensuring that the reception area is welcoming and presentable, with all necessary materials for compliance and showcasing the school's USP
- Providing refreshments for visitors when appropriate
- Receiving, sorting and distributing the post and dealing with other deliveries
- Ordering front office supplies in conjunction with the Bursary
- Handling lost property reports and liaising with colleagues as necessary
- Performing front of house duties for Open Events in school
- Undertaking duties as an Emergency First Aider (mandatory training will be provided)
- Any other duties as may reasonably be requested from time to time

Person Specification

- High standard of general education to A Level or equivalent or above
- Excellent interpersonal skills
- Excellent telephone manner
- Excellent oral and written communication skills
- Proficient in Microsoft Office and strong general IT skills
- Professional attitude and appearance

- Commitment to the protection and safeguarding of children and young people
- Understanding of and support for the Christian and Catholic ethos of the school
- Ability to work under pressure in a demanding and busy environment
- Ability to be resourceful and proactive when issues arise
- Ability to work with tact and discretion and to maintain confidentiality when dealing with sensitive issues
- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks
- Recognises the importance of delivering excellent customer service at all times
- Proven work experience as a Receptionist or similar customer-facing administrative role

Pay and benefits

The annual salary for the post will be negotiable according to the successful candidate's skills and experience, but will be in the region of pro-rata £23,000—£26,000.

Non-teaching staff are invited to join the school's contributory Standard Life Group Personal Pension Scheme.

Support staff are offered membership of the Westfield Health cash plan. There is car parking on site, and the School is easily accessible by bus.

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

Subject to the ending of Covid-19 restrictions, at specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch is provided in the school dining room during term time, and refreshments are provided at morning break and teatime. Catering arrangements are subject to change to comply with Covid-19 regulations.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Head, Miss Joanne Croft, and sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk; 01865 229227).

For an application form, please contact Ellen Phelips (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website.

Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Tuesday 29 June 2021 and interviews will be held on Thursday 8 July 2021.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.