



# **ELLESMERE PORT**

## **Catholic High School**

**Receptionist**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



The highest  
quality of  
**Teaching**

The highest  
quality of  
**Pastoral  
Support and  
Guidance**

The highest  
quality of  
**Leadership**

The highest  
quality of  
**Extra-  
Curricular,  
Enrichment  
and  
Volunteering  
Programmes**



With 966 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- ❖ To promote the dignity and worth of each person
- ❖ To have a strong catholic Ethos
- ❖ To ensure every child is known
- ❖ To have high expectations of everyone
- ❖ To have excellent leadership at all levels
- ❖ To provide excellent teaching
- ❖ To encourage exemplary behaviour and personal standards
- ❖ To be at the heart of the community
- ❖ Promotion of British values

#### Our priorities

- ❖ To raise achievement – meet targets for GCSE and vocational results
- ❖ To develop the quality of teaching – 100% of lessons as “good or outstanding”
- ❖ To develop leadership – all staff leading learning
- ❖ To focus on behaviour and safety – improve attendance and reduce exclusions
- ❖ To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## Receptionist

35.25 hours per week

(8.15am – 4.00pm Monday to Thursday, 8.15am – 3.30pm Friday)

38 weeks per year

Grade 3 (£18,873 – £19,469) Actual

In addition to the above, we offer an Employee Assistance Programme to you and your immediate family, continued Professional Development and an excellent Staff Wellbeing Programme.

Governors are seeking to appoint a receptionist, preferably with previous experience to join the school administration team. The successful applicant will provide a highly professional reception service to students, parents, contractors and visitors to the school. They will also undertake additional administration tasks as required.

Whilst school experience would be beneficial, we are looking for applicants with administrative experience in a busy environment with the drive and ability to learn on the job. Attention to detail and follow through a task to completion are essential, as is willingness to be first aid trained.

You should enjoy working with young people, with a passion for contributing to their development and success.

If you would like to speak to someone about this vacancy, please contact Steph Oscroft via email [Steph.Oscroft@epchs.co.uk](mailto:Steph.Oscroft@epchs.co.uk)

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school.

**Applications should be returned by 9.00am Friday 20<sup>th</sup> June 2025**

**Interviews will be Thursday 26<sup>th</sup> June 2025**

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL



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38 weeks per year

Grade 3 (£18,873 – £19,469) Actual

Dear Applicant,

Thank you for your enquiry regarding the above position. Governors are seeking to appoint a receptionist to work as part of our Support Service, who is enthusiastic, organised and has a flexible approach to work.

The successful candidate is expected to be enthusiastic and highly motivated. You should have a genuine interest in working with young people, with a passion for contributing to their development and success whilst at this school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant whole-school impact and gain excellent professional development.

If you would like to speak to someone about this vacancy, please contact Steph Oscroft via email [Steph.Oscroft@epchs.co.uk](mailto:Steph.Oscroft@epchs.co.uk)

The closing date for the receipt of applications is **9.00am on Friday 20<sup>th</sup> June 2025**. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Interviews are scheduled to take place **Thursday 26<sup>th</sup> June 2025**.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely,

*C. Vile*

Mrs C Vile  
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

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<b>JOB TITLE</b>	<b>Receptionist (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5151</b>
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## BASIC JOB PURPOSE

To undertake reception and administrative duties to ensure the efficient operation of the school and the security of the school and our visitors.

NO	MAIN RESPONSIBILITIES
1	To provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced
2	Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
3	Liaise with school staff regarding issues such as first aid, student disciplinary issues
4	Contact parents regarding any absent students
5	Ensuring welfare of students, listening to problems and offering advice, supervising sick students in the reception area
6	Signing visitors in and out of the building, issuing passes and lost property (where appropriate).
7	Updating and accessing student records data such as telephone numbers and addresses.
8	Checking and signing for deliveries to the school
9	Issuing and collecting in various school forms and collecting money from students.
10	Sending out job application packs, letters to parents and maintaining relevant records
11	Taking responsibility for visitor registers and signing in / out reports during fire drills
12	Undertake other administrative tasks e.g. word processing and franking of mail to facilitate the smooth running of the school.
13	Taking orders for school uniforms and collecting money for School Funds, uniform, homework diaries, PE kits
	Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

### IMPORTANT

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The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



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## RECEPTIONIST - PERSON SPECIFICATION

**JOB TITLE:** Receptionist

**REFERENCE:** AAAES151

**GRADE:** 3

**RESPONSIBLE TO:** Strategic Data & Office Manager

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		Good level of general education  GCSE English C Grade or higher or equivalent	Application Interview
Experience	Previous Administrative Experience in a School  Previous Reception experience	Previous Administrative Experience	Interview
Job Related Knowledge	Experience of using Arbor  Experience of using Excel	Use of Microsoft Office  Use of e-mail and the Internet  Willingness to undertake First Aid Training	Application Interview
Skills and Aptitudes		Ability to work in an organised and methodical manner  Ability to convey straightforward information clearly and accurately (orally and in writing) to colleagues, students, parents and visitors  Flexible and willing to take on a range of administrative tasks to support the team as required  Ability to work effectively as part of a team  Ability to work in a discreet and sensitive manner  Good organisational skills  Good listening skills	Application Interview
Personal qualities		Reliable	

		Co-operative Patient Able to use own initiative and a pro- active approach to work Calm under pressure Helpful and approachable	
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**IMPORTANT**

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EPCHS is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively. **We are dedicated to safeguarding and promoting the welfare of students and young people and expect all staff to share this commitment. This position is subject to an enhanced DBS check and online search.**

# Guidance for Applicants

## How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



**“Great things happen when you care”**

PSALM 21:  
He asked for life and you gave it to him



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