

WIRRAL GRAMMAR SCHOOL FOR BOYS



RECEPTIONIST & HEALTH & SAFETY ADMINISTRATOR

1st September 2025
NJC SCP 7-11

Permanent Part Time





LETTER OF INTRODUCTION

Dear Applicant,

Thank you for your interest in the position of Receptionist/Health & Safety Administrator at Wirral Grammar School for Boys. We are looking for an enthusiastic and committed Receptionist/Administrator who will advocate our school values and contribute to the wider educational development of our students.

The information contained in this pack will help you to not only understand the post which is being advertised but also give you a sense of life at Wirral Grammar School for Boys. There are over 1000 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGSB6 from other local schools and further afield. From September 2025 we will be working in partnership with Wirral Grammar School for Girls in the Sixth Form.

Our students achieve excellent examination results. In 2024 at A level over 30% of all grades were A*- A and 80% at A*- C. In GCSEs, 99.5% of all grades were 9 - 4, with a Progress 8 score of +0.36. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students achieve great outcomes.

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing was at the very centre of our INSET programme last year and we are constantly looking at ways to reduce unnecessary workload; our staff love working here.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves (recruitment@wirralgrammarboys.com).

We look forward to receiving your application.

Yours faithfully

Headteacher



Receptionist / Health & Safety Administrator

Salary:	Grade 4, SCP 7-11 £25,584 – £27,269 FTE
Actual Salary:	£8,110
Hours:	13.5 hours per week – Tuesday & Wednesday 8.30am to 3.45pm
Contract type:	Permanent Part Time – 38 weeks per year (term time only)
Responsible to:	School Business & Operations Manager

This is an excellent opportunity for a suitably experienced and motivated person to support the function of the school. Whilst experience of working within an educational setting would be desired, the successful candidate will be highly organised, meticulous and have a ‘can do’ approach.

Statement of Purpose

To provide a professional and welcoming front-of-house service for the school, ensuring smooth day-to-day operations at reception. In addition, the postholder will support the school’s compliance with Health & Safety regulations and maintain up-to-date policy documentation in line with statutory and internal requirements.

Person Specification

Essential:

- Previous experience in a receptionist or administrative role.
- Ability to communicate effectively & develop successful working relationships with a range of stakeholders; students, colleagues and school community.
- Strong organisational skills.
- Proficient in Microsoft Office and general IT systems.
- Ability to handle confidential information with discretion.
- A proactive and flexible approach to work.

Desirable:

- Experience in a school or educational setting.
- Knowledge of Health & Safety regulations.
- Familiarity with policy management or compliance processes.

Duties and responsibilities: (this list is not exhaustive, and staff may be required to undertake such other reasonable duties as directed and required from time to time)

Customer Focus

- ‘Model’ excellent professional relationships with all students, parents, staff, visitors & contractors
- Maintain high standards when managing confidential information, compliance with the school’s data protection procedures and legal requirements at all times.

Reception Duties

- Greet visitors, staff, students and parents in a friendly and professional manner.
- Manage incoming calls, emails, and post; direct queries appropriately.
- Maintain visitor logs and ensure safeguarding procedures are followed.
- Provide administrative support including photocopying, filing, and data entry.
- Assist with student attendance and late arrivals.
- First Aider – training will be provided.



Health & Safety

- Support the School Business & Operations Manager in ensuring compliance with Health & Safety legislation.
- Conduct regular checks and maintain records of fire drills, first aid kits, and risk assessments.
- Liaise with contractors and staff regarding site safety issues.
- Assist in the coordination of emergency procedures and drills.
- Assist in the coordination of H&S training sessions and maintain records

Policy Documentation:

- Maintain a central repository of school policies, ensuring documents are current and accessible.
- Track review dates and coordinate updates with relevant staff and governors.
- Format and proofread policy documents for consistency and clarity.
- Support the dissemination of updated policies to staff and stakeholders.

Accountability, Performance and Line Management

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- 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.

Note: The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder before submitting for re-evaluation.

Safeguarding Children

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.



Application process

The closing date is 9am Monday 7th July 2025, with interviews taking place later that week.

In your application you should include the following:

- Completed WGSB Application Form
- WGSB Recruitment Monitoring Form
- A letter of application (no more than 2 sides of A4 text in size 11 font) in which you address the following using each as a **separate heading**:
 - My experience to date
 - Why I want to be a Receptionist/Health & Safety Administrator at Wirral Grammar School for Boys
 - What my first 3 priorities would be if I was appointed

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** should be emailed to recruitment@wirralgrammarboys.com



LIFE AT WGSB

WGSB is an oversubscribed grammar school of more than 1000 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'. We want our students to discover more through their learning, thrive in our positive environment and develop a true sense of belonging.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect WGSB.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and **supporting students to belong**, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to. Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.



STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Our new staffing structure incorporating faculties has created new progression opportunities.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- A flexible and generous approach to family appointments and child events (including Family Flexi Day)
- Staff cake baking events
- Complimentary fruit and pastries mornings
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others
- Headteacher 'Open Door' policy

We hope you can join us!

