



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**RECEPTIONIST  
APPLICANT PACK**

**JANUARY 2026**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Receptionist at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Our Administrative Team has grown in the last year too, and we are now seeking at least one receptionist to join us! Our new receptionist(s) should be enthusiastic and keen to work in a school environment where students and their families are highly valued. They should enjoy being part of a team and thrive in the dynamic and spontaneous environment of a school reception area.

The reason we may offer more than one position, is that we welcome applications from colleagues who wish to work both full and part time. The hope is that, during their working hours, our receptionist(s) will be able to work both in the admin office, as well as in the reception area, completing a variety of administrative tasks for the benefit of the school community.

Hartford Church of England High School is blessed with exceptional facilities across a large site, with suites of new facilities and an expanse of green spaces. We are an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!



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If you are considering applying for this role you are more than welcome to come and visit the school to find out more and to meet our fantastic students and staff first hand. Should you wish to do this please contact Sara Morris, Business Manager – Personnel by email - [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk) - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Receptionist, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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## KEY INFORMATION

**Job role:** Receptionist

**Starting Date:** As soon as possible

**Salary:** Grade 4 SCP 4 – SCP 6 £25,185 - £25,989 pro-rata (Actual Salary Payable £21,730- £22,424 based on 37 hours)

**Contract Details:** 37 hours per week, 39 weeks per year (Term time + 5 INSET Days)

Part-time hours/Job Share would be considered for the right candidate(s)

**Closing Date:** 19th January 2026 at 9:00am

**Interviews:** w/c 19th January 2026

**How to Apply:** Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).

### **Benefits:**

For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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## JOB DESCRIPTION

In essence, the role of Receptionist at Hartford Church of England High School is to:

- Provide a first-class reception and telephone answering service (both internal and external) so that all callers are dealt with promptly and the image of the school is enhanced. To ensure that any visitors to the school, enter appropriately and are signed in and out accurately; including issuing visitors with an appropriate lanyard and safeguarding information.
- Monitor the school's general email inbox and ensure that any messages or correspondence are forwarded to the appropriate members of staff in a timely manner, exercising complete discretion when dealing with issues of confidentiality and sensitivity.
- Manage workload and liaise appropriately with other colleagues who support the running of the school's reception, working in collaboration with the Student Receptionist effectively.
- Undertake a variety of administration tasks: distributing incoming post, processing and franking outgoing mail, sending messages to parents and students via Arbor, completing tasks in relation to the creation of school documentation, to include working effectively with all elements of Microsoft Office and other similar programmes.
- Provide a link to the school immunisation service and liaise with the relevant Key Stage Leader to ensure that immunisations are delivered to students.
- Provide general clerical and secretarial support as directed by the Curriculum Support Officer
- Maintain and update records on the Student Information Management System (Arbor) and access student personal data as required.
- Book meeting rooms for staff as required and ensure that the meeting room signs are updated daily
- Maintain the reception area and meeting rooms ensuring that they are a welcoming area for visitors and effective meeting spaces. This includes updating posters, newsletters, and the provision of stationery including proforma supplies.
- Ensure that the Curriculum Support Officer is fully briefed on any matters that have been brought to your attention via the reception, including parents and carers contacting the school regarding the provision of free school meals for their child.

### Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Curriculum Support Officer in relation to the role.
- Additionally undertake:
  - Fire marshal and first aid duties where applicable
  - Duties during the working day



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- All professional development as required for the role.
- Full participation in the performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to:

- Curriculum Support Officer



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# PERSON SPECIFICATION

## Receptionist - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths (9 to 5) or equivalent</li> <li>To have or be willing to undertake First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>Competent in the use of Microsoft Office suite of applications and SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in an office environment or office administrative role and working to strict deadlines.</li> <li>Experience of delivering excellent customer service.</li> <li>Proven ability to communicate with people at all levels of the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a education field/ working with children.</li> <li>Experience of working on a switchboard</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>Experienced user of Microsoft Office ICT Applications including Word, Excel, Powerpoint.</li> <li>Ability to learn new systems.</li> <li>Meticulous attention to detail.</li> <li>Willingness to undertake appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Using Office 365 and Outlook.</li> <li>Previous experience of using Arbor or similar MIS.</li> <li>Previous experience of using Microsoft Publisher</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Negotiation Skills</li> <li>Commitment to school improvement.</li> <li>Team worker/independent worker</li> <li>Good under pressure with excellent attendance</li> <li>Flexible</li> <li>Full of initiative</li> <li>Excellent personal organisation</li> <li>Drive and enthusiasm</li> <li>Completer/finisher</li> <li>Sensitivity and diplomacy</li> <li>Good Communication Skills</li> <li>Resilient</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>



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# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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