YSGOL ABERCONWY

Applicant Information Pack

Receptionist

This is a permanent position of 37 hours per week, term time plus 5 days.

Start date : December 2026

Salary details : GO3



Headteacher's Welcome

I would firstly like to thank you for your interest in the post of Receptionist at Ysgol Aberconwy. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a key stage base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.

Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

Ian Gerrard



Information about the local area

Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Eryri, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. Its also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

(http://www.conwy.com/)



Job Advert

Required from November 2026 : Receptionist

Salary Range: G03 : £23,101 to £23,469

This is a permanent position of 37 hours per week, term time plus 5 days.

Closing Date: Monday 23 November 2026

Start date: December 2026 (or as soon as possible thereafter)

We seek to appoint an enthusiastic and motivated person to provide an effective Receptionist service for the school. They will work under the guidance of the Office manager to:

- support senior staff with the administration of absence and cover arrangements
- maintain pupil data on management information system - SIMS
- provide general finance and administrative support
- provide First Aid effectively to the school community

The diversity of the school community ensures that the school is a vibrant and interesting place to work. The successful candidate will be someone who is organised, able to work independently and flexibly, and confident in building effective working relationships across a number of different school settings.

In return, we offer you:

- A school with high aspirations and a genuine opportunity to make a difference
- A strong commitment to professional development
- A strong community spirit
- Staff who are very supportive towards each other
- A dedicated and supportive team of professional staff and governors
- Strong links with other local schools for partnership working and support
- A vibrant and interesting place to work

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1000 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Snowdonia National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success.

Job Description

POST: **Receptionist**

SALARY RANGE: **G03: £26,847 to £27,274**

JE Reference No: **SL1621**

REPORTING TO: **Office Manager**

JOB PURPOSE

To provide a welcoming reception service, support school administration and staff cover arrangements, maintain student records on SIMS, assist with finance and general administration, and deliver effective First Aid to the school community.

MAIN DUTIES

Staff Cover

- Under the guidance of Senior Staff administer supply arrangements with Supply Agencies and the school's cover staff.
- Review all requests for planned leave to ensure that it has been authorized by the Headteacher.
- Enter the information on the Sims 'Absence Cover' system.
- Liaise with supply teachers/ supply agencies in order to fulfil day-to-day supply requirements for planned absences.
- Administer unplanned supply staff arrangements on a day-to-day basis effectively
- Support in arranging cover for staff absence during the school day
- Communicate with Supply teachers and external agencies as required to support effective cover arrangements.

Administration

- To provide general finance and administrative support to colleagues in the office team
- To work closely with all colleagues in the office team to ensure effective delivery of all services

Reception

- Working in Reception undertaking admin duties including answering general telephone and face-to-face enquiries and relaying messages with timeliness and efficiency to the appropriate personnel
- To be a First Aider and apply First Aid as necessary taking appropriate action in a calm, professional and effective manner (Training provided)
- To have an awareness of school security and safeguarding with regard to parents/visitors at Reception
- To deal with communications and situations arising in a calm and sensitive manner.
- To develop good working practices and relationships with parents, staff, visitors and
- other professional partners
- To support arrangements for school events

Data Support & Exams

- Support data entry onto the schools pupil MIS system -SIMS, to maintain all pupil data.
- Support the provision of timely and accurate timetables and reports for pupils on an ongoing basis.
- Assist Exams Officer with exam preparations as required

DUTIES AND RESPONSIBILITIES – WHOLE SCHOOL

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
- As a term of your employment and in order to maintain effective school operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or the Head Teacher.

This job description is not intended to be an exhaustive list of duties and following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Factor	Requirements	How Identified	Rank E – Essential D – Desirable
Knowledge & Skills	Experience of using SIMS (Training provided)	AF/I	D
	General clerical/administrative experience	AF/I	E
	Knowledge and experience of Microsoft Office applications.	AF/I	E
	Excellent communication skills in written and spoken English.	AF/I/R	E
	Fluency in written and spoken Welsh	AF/I/V	D
	A commitment to keeping knowledge and skills current.	AF/I	E
	Ability to organise and plan own workload and to anticipate future requirements	AF/I	E
	Ability to work under pressure in a dynamic office environment, adhere to deadlines and autonomously manage conflicting priorities.	AF/I	E
	First Aid qualification (Training provided)	AF/I	D
Creativity & Innovation	Ability to identify own training and development needs	AF/I	E
	Ability to organise workload within a dynamic environment and to respond effectively to unexpected requirements.	AF/I	E
Contacts & Relationships	Ability to relate well to pupils	AF/I	E
	Experience of communicating and developing a rapport with staff at all levels.	AF/I	E
	Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.	AF/I	E
	Ability to communicate effectively with parents and visitors to the school	AF/I	E
Decisions	Ability to make autonomous decisions in the execution of the role on a continual basis.	AF/I	E
Resources	Ability to organise data accurately and to keep records up to date on an ongoing basis.	AF/I	E
	Ability to manage resources efficiently.	I/R	E
Work Demands	Ability to respond effectively to regular interruptions and to deal with any conflicting priorities that may arise.	AF/I	E
Physical Demands	Ability to cope with a significant level of computer use. Ability to attend to First Aid across the site	AF/I	E

AF: Application Form I: Interview R: Reference V: Verification

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Safeguarding Procedures

We are committed to safeguarding and promoting the welfare of children and young people. In this regard, we would like to draw the following information to your attention:

1. **All appointments are subject to**:

    - An Enhanced Disclosure and Barring Service (DBS) check;
    - Verification of professional status where applicable (e.g. EWC registration, Qualified Teacher Status);
    - Confirmation of relevant professional qualifications;
    - Receipt of satisfactory references (where these have not been received prior to interview); and
    - Medical clearance.

2. **Application Requirements:** Applications will only be accepted on the official Conwy application form and must be accompanied by a covering letter. Please do not submit CVs or open testimonials, as these will not be considered. Further guidance on completing your application can be found within this recruitment pack.

3. **Employment History:** Please ensure that your application form is completed in full. A comprehensive employment history must be provided, and any gaps in employment must be clearly explained.

4. **References:** The referees named on your application form must include your most recent employer where you worked with children. If your most recent employment was within a school setting, we would normally expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. **Suitability to Work with Children:** When seeking references, we will request information relating to your suitability to work with children and young people.

6. **Shortlisting and Interview:** If you are shortlisted, any discrepancies, anomalies, or gaps identified within your application will be discussed with you during the interview process.

Additional Information

Conwy is committed to safeguarding, and all qualifications and references will be verified as part of the recruitment process.

In promoting equal opportunities, Conwy welcomes applications from all sections of the community.

All disabled applicants who meet the essential requirements of the post will be guaranteed an interview.

We encourage all applicants to pay careful attention to these requirements to ensure that their application can be fully considered.

Application Procedures

If you wish to be considered for this vacancy you should complete the online application form, giving the names and addresses of two referees.

Please note that the section for “Additional information to support your application” should include the following information:

a. A brief outline of what you have achieved in your present post
b. A statement about why you want this job.
c. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Please note that we will only consider applications submitted using Conwy County Council’s online application form before the closing date.

Interviews will take place during the week commencing **Monday 23 November 2026.** If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, and if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Lynn Jones

Tel: 01492 593 243
E-mail: Lynn.Jones@aberconwy.conwy.sch.uk