



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Receptionist

“With God’s love and inspiration, we aspire to  
achieve excellence”

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CANDIDATE INFORMATION



## Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Receptionist at St Joseph's Catholic School.

St Joseph's is a secondary comprehensive school with approximately 550 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

This is an invaluable opportunity to play a key role at the heart of our school, providing a welcoming first point of contact for pupils, parents, staff and visitors. The Receptionist role is central to the smooth and efficient running of the school, requiring excellent communication, organisation and a calm, friendly manner. You would be joining a supportive and collaborative team, contributing positively to the daily life of the school and helping to ensure a safe, orderly and welcoming environment for all members of our community.

### Dates

Closing Date: Friday 22<sup>nd</sup> May 2025

Interview Date: Wednesday 27<sup>th</sup> May 2026

Start Date: June 2026

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr M Higgins  
Headmaster

## Key Information

Post:	<b>Receptionist</b>
Salary Range:	<b>Grade D (term time only / pro rata)</b>
Responsible To:	<b>Operations &amp; Strategic Director</b>
Contract Type:	<b>Permanent</b>

## Dates

Application Deadline:	<b>Friday 22<sup>nd</sup> April 2026</b>
Interview Date:	<b>Wednesday 27<sup>th</sup> April 2026</b>
Start Date:	<b>June 2026</b>



Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."

*Ofsted 2024*



## Senior Leadership Team Structure

Headmaster  
Mr M Higgins

Deputy Head  
(Pastoral)  
Mr K McGuinness

Deputy Head  
(Academic)  
Mr R Rooney

Operations &  
Strategic Director  
Mrs K Snell

Assistant Head  
(Ambition & Futures)  
Mrs F Nobis

Assistant Head  
(Digital Strategy)  
Mr O Ford



## Responsibilities & Key Tasks

### **Main job purpose:**

To support the school as part of our reception team, welcoming visitors, pupils and staff whilst providing administrative support throughout the school. Being an ambassador for the school, embodying the values, vision and ethos of the school in all interactions.

### **Main responsibilities:**

- Provide a professional and welcoming reception service for parents, pupils, staff and visitors.
- Act as the first point of contact for the school, ensuring all visitors are signed in, issued with appropriate passes and that safeguarding procedures are strictly adhered to at all times.
- Answer incoming telephone calls promptly and courteously, redirecting calls or taking accurate messages as required.
- Prepare, write, proofread and edit school correspondence and letters as directed.
- Distribute school communications via approved platforms (e.g. ClassCharts, SchoolComms).
- Type correspondence and documents accurately, following school templates and guidance.
- Administer first aid, complete accident and incident records where necessary, contact parents/carers, and call emergency services when required.
- Assist with fire drills and other emergency procedures as directed.
- Manage confiscated pupil items in line with school policies.
- Carry out basic data entry using the School Information Management System (SIMS), including:
  - Logging pupil attendance
  - Inputting pupil registers when required
- Provide administrative support through filing, photocopying and scanning of documents.
- Oversee the replenishment and basic management of photocopiers in staff areas.
- Sort, record and assist with the distribution of incoming and outgoing mail.
- Support pupil supervision during break and lunchtime periods when required.

**We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by the headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

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## Person Specification

Criteria	Essential	Desirable	Identified By
<b>Qualifications</b>			
A good general education, including GCSEs (or equivalent) in English and Mathematics	✓		Application Form
<b>Experience</b>			
Excellent word processing skills, able to use other Microsoft Office packages	✓		Application Form
Experience of multi-tasking in what can be a demanding environment at times	✓		
Experience in a similar role		✓	
Experience working with young people		✓	
<b>Knowledge &amp; Skills</b>			
Good communication skills, particularly on the telephone as well as face to face	✓		Application, Interview
Ability to work under pressure	✓		Interview
Competent in the use of technology e.g. computers, photocopiers	✓		Interview
Current First Aid certificate (or willingness to train)		✓	Application, Interview
<b>Commitments</b>			
Sympathetic to Catholic values	✓		Interview
Committed to safeguarding and promoting the welfare of children	✓		
<b>Personal Qualities</b>			
Polite, cheerful and assertive, if necessary, when dealing with students and members of the public	✓		Interview
Flexibility to work as part of a small team	✓		
Adaptable	✓		
Respects confidentiality	✓		
Level-headed and remains calm under pressure	✓		

## About St Joseph's Catholic School

*"With God's love and inspiration, we aspire to achieve excellence"*

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

### Our School Ethos

**St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.**

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

### Overview of the School

**Our school encourages and guides each of its pupils to develop their own unique gifts and talents.**

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





## Academic Success

St Joseph's has recently reviewed the academic life of the school. The curriculum has been reformed to; provide greater breadth & depth with new subjects introduced; increase rigour & challenge to ensure all pupils are appropriately stretched and supported; and to provide pupils with solid foundations for their chosen future pathways.

Our approach to teaching and learning ensures that teachers follow principles not prescription and have autonomy on how best to ensure the pupils in their care progress and fulfil their academic potential.

Our approach has led to an increase of 15% in 9-4 GCSE passes in the last year.



## Staff Welfare & Career Professional Learning

**As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.**

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



## Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



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