

Information for Applicants

Receptionist/Admin Assistant
30 hours per week

Permanent - Term Time plus 5 training days
Grade CD Scale Point: 3-6

Required from October 2026

Sherburn High School
Garden Lane
Sherburn In Elmet
Leeds, LS25 6AS

Tel: 01977 682442
Email: admin@shs.starmat.uk

Headteacher: Mr Matt Gill

Dear Applicant,



Thank you for your interest in the post of: **Receptionist/Admin Assistant.**

I am delighted that you are considering joining *Team Sherburn*. This is an exciting opportunity for an ambitious and inspirational individual who wants to join a school that is at the heart of our community.

At Sherburn High School, we believe profoundly in the power of education to transform lives. We are seeking colleagues who share our passion for learning and who are driven to make a lasting difference for young people. Our ethos is rooted in openness, integrity, and ambition. We do not pretend to have all the answers, but we are relentless in our pursuit of improvement and unwavering in our commitment to every student. This commitment is captured in our motto, “**Achievement for All**,” which is not an aspiration in name alone, but a moral purpose that guides our daily work and our long-term vision.

As an 11-18 school of nearly 1,000 students, Sherburn High School occupies a unique and powerful space: large enough to offer breadth, opportunity, and excellence, yet small enough to ensure that every student is known, supported, and challenged to succeed. Importantly, we are now entering a significant period of growth. Ongoing housing developments within our local community are leading to a steady and sustained increase in student numbers year on year. This growth brings both opportunity and ambition, as we expand our provision, strengthen our curriculum offer, and plan strategically for the future of the school.

We are immensely proud of our inclusive and welcoming culture, our strong student outcomes, and our reputation for high standards of conduct and care, which are non-negotiable and deeply embedded.

We believe passionately in developing confident, creative, and articulate young people. You will be joining an established, skilled, and committed team within a vibrant school community that values innovation, collaboration, and professional growth.

Sherburn High School is a place with momentum. Our students are enthusiastic, respectful, and a genuine pleasure to work with. Our staff are highly professional, supportive, and united by a shared determination to be better tomorrow than we are today. There is a tangible sense of pride, purpose, and aspiration that underpins everything we do.

We also benefit from strong partnerships with local schools and academies through our collaborative work and our membership of the Yorkshire Learning Trust, ensuring that we remain outward-facing, reflective, and informed by best practice.

Sherburn High School is fully committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment.

If you are an ambitious individual and a belief in the transformative power of education, we would be delighted to receive your application and welcome you to be part of the next stage of Sherburn High School's journey. Any specific questions about the role please do contact us.

Yours sincerely,

Matt Gill

Headteacher
Sherburn High School

THE SELECTION PROCESS



If you wish to apply for the post of Receptionist, then you should:

- Fully complete the online application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of **two** professional referees with one being your current employer (with email addresses). If you are currently working in a school please ensure one of your referees is your current Headteacher. **Do not enclose additional CVs.**
- In your application please address how your experience to date best fits you to the requirements of the following sections of the person specification:
 - Experience
 - Skills and Knowledge
 - Personal Qualities

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Timeline for the Selection Process

Closing time/date for applications	Monday 7th September 2026 9am
Shortlisting	Monday 7th September 2026
Invitation to interview by telephone/ Confirmation by email	Tuesday 8th September 2026
Interview day	Monday 14th September 2026

Appendices

1	The School Vision and Values Statement
2	Job Description and Person Specification for the role of Receptionist/Admin Assistant
3	Team Information
4	Whole School Information
5	Local Area Information

Appendix 1: The School Visions and Values Statement

Sherburn High School Aims & Vision

Our core aim is **Achievement for All**. We define achievement as every student and adult growing, succeeding and fulfilling their potential in whatever they pursue. This is underpinned by our core values of **ambition, respect and community**, which permeate every aspect of school life and ensure that Achievement for All is not just an aspiration, but an expectation.

Yorkshire Learning Trust Values that underpin the aims and vision for Sherburn High School.

Our Values

Inclusion

We ensure that every child and young person feels like they truly belong, as they are supported to overcome any barriers to success.

Aspiration

We nurture the personal and academic growth of all pupils and staff, providing them with the tools and high expectations they need to excel in all aspects of life.

Collaboration

We promote a culture of collaboration across all our schools, ensuring that every member of our community is able to share challenges and triumphs.

Integrity

We operate with transparency in everything we do, guided by our commitment to serving the community responsibly.



All Trust partner schools offer their students the following opportunities to develop:

Themselves to become:	Their ability to interact with others and contribute positively to society to become:	The knowledge and skills which will equip them for life, with an entitlement to:
- Physically and mentally healthy - Informed risk takers, problem solvers and critical thinkers - Articulate communicators - Reflective, resilient and able to self-regulate	- Tolerant and respectful of others: different people, places and cultures - Responsible, aware and engaged citizens: locally, nationally and globally - Able to develop appropriate and successful relationships	- Develop mathematical fluency and essential literacy skills - Be taught a broad, rich and age appropriate programme of study in every subject - Stimulating and exciting learning experiences both within and beyond the 'classroom' - Opportunities to take part in sport, performance and other creative activities - Careers education and guidance



Appendix 2a: Job Description

JOB TITLE:	Receptionist/Admin Assistant
GRADE:	Grade CD (Scale Point 3-6)
HOURS PER WEEK:	30 Hours per week (9.30am - 4.00pm with 30 min lunch)
RESPONSIBLE TO:	Headteacher
LINE MANAGED BY:	Office Manager

JOB PURPOSE: To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder will be responsible for organising and coordinating cover for absent staff.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Key Responsibilities	• Reception, telephone duties and processing of incoming and outgoing post. • Basic administration tasks, to include: photocopying, ordering stationery, typing of correspondence, filing, ordering of office supplies, simple data input and record keeping, taking messages and passing on information to other people. • Working from instructions and undertaking routine tasks but some activities may require interpretation of information or straightforward problem solving for example answering basic telephone queries. • Exchanging information with a range of audiences, for example: suppliers, teaching or non-teaching staff, parents, Governors, visitors and pupils and their families. The information may be relevant to specific duties of the post holder, e.g. regarding attendance or may be more general information, e.g. writing letters to parents regarding school trips/events. • Undertake administration and distribution of student transport arrangements which may involve liaison with the Local Authority offices and transport companies • Uses some analytical and judgemental skills when interpreting information, e.g. directing parents with problems/queries to the appropriate person • Assisting teaching staff and qualified first aiders with sick and injured pupils and summoning appropriate help. • Make appropriate decisions to problems/issues in relation to their job role. • Deal with concerns from parents and obtain support where necessary • Assist teaching and non-teaching staff with administrative queries - Provide admin support for careers adviser including organising careers interview appointments for students. • Collate destination information (Provisional for March and Final for September) liaising with SLT and careers adviser.

	• Minute taking at various meetings if required. • Attend staff meetings and training days and admin team meeting • Participate in the schools performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Communication	• Communicate effectively with other staff, Governors, visitors, contractors, students and their families/carers. • Undertake reception service when needed (overflow), dealing with routine phone calls, taking messages and greeting visitors
Sharing information	• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Be aware of GDPR principles in sharing personnel information • Share information confidentially about young people with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	• Be responsible for promoting and safeguarding the welfare of young people in line with policy and legislation, raising concerns as appropriate. • Understand that different confidentiality procedures may apply in different contexts
Health & Safety	• Be aware of and implement your health and safety responsibilities where responsibilities are defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within a working environment • Complete a 3 day First Aid Course. Be a first aider in school.

Data Protection	• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, GDPR, Information Security and Confidentiality.
Equalities	• Develop own and team members' understanding of equality issues. • Promote inclusion and acceptance of all young people and staff. • Assist in achieving service equality objectives • Within their own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.
Customer Service	• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The Trust requires that staff offer the best level of service to

	their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
--	---

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

SIGNED **POST HOLDER**

NAME & DATE

SIGNED **LINE MANAGER**

NAME & DATE

Revised July 2026

Appendix 2b: Person Specifications

Job Title: Receptionist/Admin Assistant

Essential on Appointment	Desirable on Appointment
Qualifications and Training	
Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent	First Aid Training
Experience	
- Clerical or administrative experience - Experience of working with Computer Software - Excellent interpersonal communication skills, in person, by telephone and in email - Experience of managing a busy workload with conflicting deadlines	
Skills and Knowledge	
- Ability to form positive working relationships with people at all levels - The ability to work effectively within a team and as an individual - Good grasp of internet and email use - Energy and enthusiasm - Emotional intelligence - High level of attention to detail and high level of accuracy for data inputting - Able and willing to respond to the needs of others at short notice - Discretion and ability to maintain confidentiality	Ability to contribute to the wider life of school
Personal Qualities	
- Suitability to work with children and safeguard their welfare - Appreciation of the responsibility which comes with access to confidential personal data - Conduct themselves professionally - Demonstrate teamwork attitude - Deliver quality results to agreed deadlines - Excellent organisation, efficiency and resourcefulness	
Other Requirements	
- Enhanced DBS clearance - Commitment to the school's policies and ethos - Commitment to Continuing Professional Development	
Equal Opportunities	
To assist in ensuring the Trust's Equalities policy is considered within the school's working practices in terms of both employment and service delivery.	



Appendix 3: Department Information

Administration Department

The finance and admin team support all aspects of school life and are a vital service to the smooth running of the school. The school has a general office and visitor reception, student reception, finance office and personnel office. Responsibilities covered are reception duties, general admin, supply cover for teachers, student attendance monitoring, Parentpay, school finance, HR and payroll.

The team is currently a team of four with an office manager.

Appendix 4: Whole School Information



Teaching and Learning

Here at Sherburn High School we aim to ensure that our classrooms are places where thinking, questioning, predicting, contradicting and doubting is actively encouraged. We believe in quality first teaching where subject experts guide students through their learning. We reinforce literacy in every lesson and we are passionate about providing regular feedback that will help students understand how to improve their work. We are a thriving group of teachers who are passionate about remaining at the cutting edge of new ideas and we recognise that regular training is key to success.

Assessment, Recording and Reporting

Whilst at Sherburn High School, students receive at least three regular data rich reports per year to show how they are progressing in all their subject areas. Students are set aspirational targets that provide challenge and set high expectations. Reports are communicated to parents and students on a termly basis. This allows staff to plan effective intervention and support and ensures students remain focussed and on course to achieve their potential.

Care, Support and Guidance

In order to care, guide and support students we promote good behaviour for learning and have consistently implemented sanctions. We ensure that all students have a range of adults / peers within and beyond school to support them. Our tutoring system provides opportunities for high quality teaching of our SRE/PSCHE curriculum and an opportunity to build our House system.

Parents are ensured continuity of care, with Heads of Year moving up the school with their year group. The pastoral system also promotes student leadership with increased roles and responsibilities for students. The tutorial system develops relationships with the community via a structured system of links, competition and rewards to promote a sense of identity for all students within and outside of school. The work of our student leaders is also fundamental, with a strategic plan for consultation on key issues and subsequent feedback.

Curriculum

Our curriculum provides planned and structured progression for students from joining us in Year 7 through to when they move onto higher or further education, or the world of apprenticeships and employment at 16 or 18.

We have balanced subject content at Key Stage 3, providing a broad base of skills and knowledge that meets the requirements of the National Curriculum. Groupings enable students to work at a pace best suited to their individual rate of progress and provide appropriate pace and challenge as students progress through school. There is a strong emphasis and time allocation towards English and Maths ensuring students have the skills to complement other areas of the curriculum and build the foundations for lifelong learning

In Year 9 students begin their GCSE studies, following a three year route, which provides challenge and depth of study. All students follow Mathematics, English Language and Literature and Science. Students opt for four further subjects from a broad pool of subjects, including the Creative subjects. At both KS3 and KS4, we ensure that there are progressive programmes of study for personal, religious, enterprise and health education along with citizenship and career planning. All students follow a comprehensive PE programme combining both the traditional sports with the opportunity to experience some of the less familiar sports.

Provision for students with Special Educational Needs

All students are taught in mainstream classes and are supported by teaching assistants through a variety of provisions including one to one, class support, small groups and interventions. We have expertise in providing personalised programmes to meet the needs of vulnerable children, particularly those with Dyslexia and those on the Autism spectrum, as well all in many other areas. Because of the relatively small size of the school, we know our students very well.

Sixth Form

Sherburn High School's Sixth Form provides students valuable continuity in their learning.

Our curriculum leads to nationally recognised Advanced Level 3 and Level 2 qualifications. Where possible, we aim to tailor our timetable to the demands of individual students. The range and combination of courses on offer to students extends through our Post 16 collaboration with Tadcaster Grammar School (Law, Economics, Drama and Theatre Studies, Sociology and Philosophy and Ethics).

All Sixth Form students have their own personal tutor, who provides them with guidance and support to University, apprenticeships, or employment. Tutors will strategically monitor student progress and deliver a comprehensive tutorial programme.

We aim to develop independent, responsive and creative students who have transferable skills beyond the school environment. Our success is built on a three-way partnership, with the individual student at the centre supported in their studies by home and school.

Facilities

The school has eight fully equipped ICT rooms, used extensively by all curriculum areas. All teaching rooms are equipped with LCD projectors for interactive white boards.

In addition, there is an Information Centre (which includes the library and Internet access), student social areas, a main hall with stage, drama studio and a multimedia lecture theatre. A Post-16 Centre incorporating teaching rooms, social spaces and private study rooms are also available.

Extensive playing fields, a full-sized 4G pitch, and a gym allow a wide range of sports to be played, including football, hockey, netball, rugby and tennis. Our facilities alongside our changing rooms allow for community use of our facilities beyond the school day.

Extra Curricular Activities

Extra-curricular activities are many and varied; they include numerous performing arts productions, sport and art. The school encourages residential and field trips. Foreign visits and student exchanges occur annually including a Post 16 trip to Iceland, a visit to Lille, a "Language Immersion" trip near Paris, watersports in the Ardeche, survival skills at the Bushcraft camp trip and Skiing trip.

Professional Support and Development

We believe that the school's greatest asset is the quality of our staff. Consequently, we place particular emphasis on continuing professional development. New teachers joining the school can expect to receive considerable support from their curriculum leaders and members of the school leadership team.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of all its students.

We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school, a copy is on our website at www.sherburnhigh.co.uk.

In relation to this appointment process, you should be aware that your referees will be asked the following question – “Are you aware of any child protection allegations or issues of a similar nature in relation to this person? If so please provide details”.

At interview all candidates will be asked if there have been any allegations or issues raised against them by children and, if so, the outcome of them.

All employees must have enhanced DBS checks prior to starting work. We also conduct online searches on all shortlisted candidates.

Examination Results

We are very proud of our students' achievements at the end of Key Stage 4 and Key Stage 5. Full details of public examination results can be viewed on www.dcsf.gov.uk/performance tables as well as on our website.



Appendix 5: Local Area Information

Local History

The school crest depicts the history of the area. The crimson discs on each of the five petals recall the Wars of the Roses, which reached a climax in the Battle of Towton nearby, in 1461. The other two discs bear the Archbishop's Mitre (the Archbishops of York once held the lands and power in Elmete) and the hound taken from the coat of arms of the Hungate family, the founders of the original grammar school in Sherburn-in-Elmet.

The Area

Sherburn-in-Elmet is an ideal commuter village situated close to the A1 and A64 and therefore within easy travelling distance of Castleford (6 miles), Leeds (14 miles), Selby (8 miles) and York (15 miles).

Sherburn-in-Elmet has a thriving industrial estate on the outskirts of the village, which is good for local employment. Children attend the school from villages in the locality extending from Saxton in the North to Kellington in the South.

In addition to a good academic record, there is also a well-developed community spirit within the school and many links have been forged with the local community.

Thank you again for your interest in the post.