



Stour Vale Academy Trust

# REDHILL SCHOOL



## CANDIDATE INFORMATION PACK

Receptionist—Part Time  
(3 days, Monday, Tuesday & Wednesday)

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,214
Number of teaching staff	69.1(FTE)
Date school established	1976
Budget	£9.5m
Pupil Premium	25%
% of students with SEN in the school	15%
% of students on free school meals	25%

## ACADEMIC ACHIEVEMENTS

GCSE Results 2025	Attainment 8—Whole School 47.54% Progress 8—Whole School 0.22 (2024) Basics Standard (English and Maths 9-4) - Whole School 71.2% Basics Good (English and Maths 9-5) - Whole School 53.1% E Bacc (4+) - Whole School 47.3% E Bacc (5+) - Whole School 33.3% Data used from SISRA Analytics Collaborative Data 2025
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## **About our School**

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## **Safeguarding**

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**

## **Receptionist/Administrator (part time)**

We are seeking a friendly, approachable and enthusiastic Receptionist/Administrator to join our great team. You will be based in our recently upgraded, relocated reception area with another member of our support team.

You will be the first point of contact providing a full receptionist service, greeting parents, pupils, visitors and staff, creating an efficient, polite and welcoming first impression. You will also undertake a range of other administrative tasks to support the administration team, wider school staff and resources team.

We are looking for someone that is flexible, with a high level of organisational and good IT skills, that has a professional and personable demeanour to represent our school in a positive light. You will have experience of working in a busy environment, working under pressure and be a great team player. The role is 22.5 hours per week term time plus inset days, 39 weeks in total. You will share the role with our other current part time receptionist.

The Administrator/Receptionist reports to the Admin Team Leader and is part of the Admin Team who provide reception cover, resources, and admin services to the school.

To be successful in this role, potential candidates will need to have a friendly and confident manner, providing a welcoming and professional first impression of the school.

# JOB DESCRIPTION

**Job Title: Receptionist/Administrator, Part Time (3 days, Monday, Tuesday & Wednesday)**  
**Contract: Permanent, Term time, 39 weeks (includes In-set Days)**  
**Salary scale: Grade 3, SCP 5**  
**Actual Salary:**  
**£ 13429.35 (- 5 years service)**  
**£ 13733.07 (+ 5 years service)**  
**Responsible to: Admin Team Leader**

## **Main Purpose of the Role**

You will be the first point of contact providing a full receptionist service, greeting parents, visitors and staff creating an efficient, polite and welcoming first impression. You will also undertake a range of other administrative tasks to support the administration team and wider school team.

## **Administrative Duties**

- Ensure that the reception area is welcoming, tidy and project a professional image
- Greet and welcome all visitors to the school including parents, students and staff, providing a helpful and proactive service always ensuring all enquiries are dealt with in an efficient, professional, friendly and caring manner ensuring the smooth running of reception
- Acting as first point of contact for the school. Answer telephone queries in a polite, professional, friendly and caring manner. To include receiving and transferring calls, announcing callers, taking messages and ensuring that they are passed on via email
- Receive visitors and deliveries/goods, and deal with any associated administration (security badges, signing delivery notes, informing staff of deliveries)
- To arrange any hospitality requirements and meeting room facilities as and when directed
- To contact parents / legal guardians regarding; truanting or excluded pupils; asking for the collection of sick pupils on the behalf of other staff
- To work as an essential member of the Administration Team, taking responsibility for providing first class administration to support to the school
- Ensuring all administration tasks are completed with accuracy and in a timely manner whilst maintaining an accurate and structured college filing system on and offline
- Data entry and production of basic reports
- To photocopy documents and materials as directed
- To record and sign visitors and pupils in and out of the school. Issue visitor passes where necessary.
- Telephone 999 for ambulance and/ or police attendance when requested in an emergency situation.
- Support maintenance of reprographics equipment.
- Using appropriate IT software packages for the production of school publications and documentation

## **Support for the School**

- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. This includes covering reception at times of high levels of activity, staff absence or lunch cover.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- Any other duties commensurate with the duties/responsibilities/grade of the post

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff. 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.

# PERSON SPECIFICATION

Criteria	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven experience of clerical/administrative/work.</li><li>• Experience in a customer service environment</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 in Administration ore relevant subject or equivalent Qualification (5 GCSE's A-C (4+) or above including English &amp; Maths).</li><li>• Good literacy and numeracy skills</li></ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication skills both in person and on the telephone, being polite and welcoming</li><li>• Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier</li><li>• Ability to demonstrate knowledge and use a wide range of current ICT systems and packages</li><li>• Good keyboard skills</li></ul>
<b>Personal Qualities and attributes</b>	<ul style="list-style-type: none"><li>• A Knowledge of Equality &amp; Diversity issues.</li><li>• Ability to understand and relate well to children and adults</li><li>• Able to work as part of a team, understanding school roles and responsibilities and own position within these</li><li>• Ability to identify own training needs and willingness to participate in training and development opportunities</li><li>• To comply with the Schools commitment to the protection and safeguarding of children</li></ul>



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion or to visit the school please contact:**

**Mrs J Endicott or Miss H Sadler**

**(01384 986351 or email - [info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk))**

**Please apply via My New Term**

**CLOSING DATE: Monday 6 July 2026 (9am)**

**INTERVIEWS: To be advised**

**All candidates are subject to safer recruitment procedures.**

**Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.**

**We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**