

# Heene Primary School



**Job Application Pack – Receptionist/Administrator**

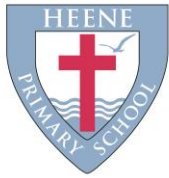
**West Sussex NJC Grade 4 (£23,500 - £23,893) FTE,  
Pro rata for part time.**

**From September 2024**

**16 hours per week, Term Time Only, Plus Inset Days**

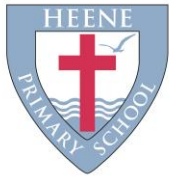
**Closing Date: Monday 29<sup>th</sup> July 2024**

**Interview Date: Wednesday 31<sup>st</sup> July / Thursday 1<sup>st</sup>  
August 2024**



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## Letter from the Headteacher

Thank you for expressing an interest in a vacancy at Heene Primary School. On behalf of the whole Heene Primary School community, I extend you a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach a short walk away.

Our vision is: 'Learning together, loving others, guided by God'.

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

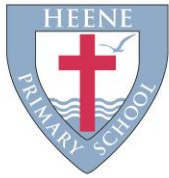
- **Kindness**
- **Confidence**
- **Resilience**
- **Ambition**
- **Curiosity**
- **Respect**

At Heene Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help your child develop during their time at our school. All our learning is linked to these values in some way.

Our newly created leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust. We are a happy school, improving rapidly each day.

**Phil Matthews**  
**DCAT Headteacher at Heene CE Primary School, Worthing**



## Advert

<b>Salary</b>	West Sussex NJC Grade 4
<b>Location</b>	Heene Primary School, Norfolk St, Worthing, BN11 4BB
<b>Contract</b>	16 hours per week, Term Time Only, Plus Inset Days.

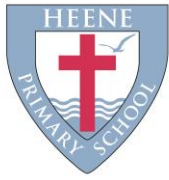
Heene Primary School are seeking to appoint an enthusiastic and motivated Receptionist / Administrator to join our hardworking team of staff. With a willingness and ability to work both independently and alongside other members of the team.

### **The purpose of the role is:**

To act as the first point of contact and communication for visitors to the school and to make decisions about what happens as a result of the contact. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

No CVs please, application forms only.

Heene Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.



## Application Details

Thank you for your interest in the Receptionist/Administrator vacancy at Heene Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Matthews, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to [hr@dcat.academy](mailto:hr@dcat.academy)

## Application forms

These can be downloaded from the school website [www.heeneprimary.co.uk/web/](http://www.heeneprimary.co.uk/web/)

## Closing Date

Please ensure your application arrives by Monday 29<sup>th</sup> July 2024

## Interview:

Interviews for the role will be held on either Wednesday 31<sup>st</sup> July or Thursday 1<sup>st</sup> August 2024.

Further details will be shared with candidates that have been successfully shortlisted closer to the interview date.

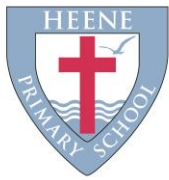
## Visiting

If you would like to visit the school prior to applying for the role, please contact [officemanager@heeneprimary.co.uk](mailto:officemanager@heeneprimary.co.uk)

Heene Church of England Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

## Safeguarding

Heene Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Job Description

Post: Receptionist/Administrator

**Location:** Heene Primary School, Norfolk Street, Worthing, BN11 4BB

**Salary:** Grade 4 (£23,500 - £23,893) FTE, Term Time Only, Plus Inset Days  
Hours: Part time 16 hours per week

**Reporting to:** Office Manager

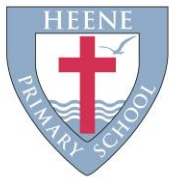
### Overall Purpose

To act as the first point of contact and communication for visitors to the school and to make decisions about what happens as a result of the contact. The role entails being 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.

### Key Tasks

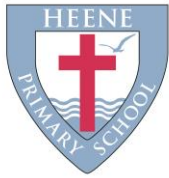
- To answer the telephone and pass on messages or redirect calls.
- Meet and greet parents, pupils and visitors.
- Maintain morning registers and contact families with unexplained absence
- Liaise and arrange meeting rooms/timings e.g. music teachers, school nurse screenings, healthy child programmes, social worker visits
- Maintain the general office email box and respond or forward to appropriate staff
- Administer Termly After School clubs (internal), liaise with external providers
- Liaise and administer sporting events e.g. Tournaments, Football/netball matches, Legacy games
- Liaise with SLT and teachers re: trips, booking coach travel, letters to parents etc
- General admin – communications with parents
- Keeping website calendar up to date
- Administer requests for term time absence.
- Arrange school photographer visits and administer subsequent orders.
- Liaise with PTA (Friends of Heene Primary School) re: events and communication with parents
- To keep second-hand uniform supplies stocked and tidied.
- Administer School Milk scheme and circulate register to classes.
- Deal with correspondence regarding the Fruit and Veg scheme.
- Keep entrance area and noticeboards tidy and up to date.
- To undertake First Aid training so as to support pupils with their medical needs as and when required.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post



## Person Specification

CRITERIA	DESIREABLE QUALITIES
<b>Qualifications / Experience</b>	<p>English and Maths GCSE/CSE or equivalent</p> <p>High Level of literacy and numeracy skills</p> <p>Experience of working in an office environment</p> <p>Experience of working in a school</p>
<b>Skills and knowledge</b>	<p>Excellent communication skills – both oral and written with excellent telephone manner</p> <p>Strong IT skills – Word, Excel, Outlook</p> <p>Experience of Arbor</p> <p>Ability to work flexibly, independently and as part of a team</p> <p>Ability to prioritise, time manage and work to deadlines</p> <p>Ability to proof read – eye for detail</p>
<b>Personal qualities</b>	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Have a positive, friendly approach towards staff, children, parents and members of the public</p> <p>Have a flexible and adaptable approach</p> <p>Deals with difficult situations effectively</p>



## Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 25 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated