



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Job Application Pack Receptionist (Job Share)



Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: enquiries@stpatricksrchigh.co.uk
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WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Receptionist.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them.

Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach. We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne
Headteacher



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Why St Patrick's?

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff live life to the full
- To attract, recruit, develop and retain high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel valued and trusted.
- To develop and support the growth of leadership and management.
- To promote a culture focused on diversity, inclusivity and wellbeing by creating a healthy work environment to enable staff to perform at their best.
- To provide strong and consistent HR services for all staff, across all school areas.
- To serve the wider education system and provide opportunities for our staff to lead across other schools

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Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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Job Summary

The Governors of St Patrick's RC High School are seeking to appoint a friendly, professional and highly organised Receptionist to join our dedicated support staff team.

As the first point of contact for visitors, parents, pupils and external agencies, the successful candidate will play a key role in creating a welcoming and positive experience for everyone who visits or contacts the school. The role requires excellent communication, administrative and customer service skills, together with the ability to work efficiently in a busy school environment.

The successful candidate will:

- Be professional, approachable and welcoming.
- Have excellent communication and interpersonal skills.
- Be able to manage multiple tasks and prioritise effectively.
- Maintain accurate records and handle confidential information appropriately.
- Work effectively as part of a team and independently when required.
- Be willing to undertake and maintain First Aid training.

Job Title: Receptionist (Job Share) but will consider full time applications.

Contract Details: Permanent

Hours of Work: 8.00am to 4.00pm, Term Time plus 5 days (39 weeks per year)

Working Pattern: Job share arrangement, either 3/2 days or 2.5/2.5 days per week. Will consider full-time applications.

Grade: 2B

Start Date: 28 September 2026 or as soon as possible thereafter

All applications must be submitted via the Greater Jobs website and/or TES online job board.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.

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Job Description

Post Title:	Receptionist (Job Share)
Grade:	2B
Status:	The post holder is accountable to the Business and Finance Manager.
Purpose:	To provide an efficient, professional and welcoming reception service for the school, acting as the first point of contact for visitors, pupils, parents, staff and external agencies. The post holder will undertake a range of administrative duties to support the smooth operation of the school office.

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Professional Responsibilities:	Reception Duties • Welcome and assist visitors to the school, ensuring safeguarding and signing-in procedures are followed. • Answer incoming telephone calls and direct enquiries appropriately. • Respond to emails and general enquiries professionally and efficiently. • Manage visitor badges and maintain accurate visitor records.
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- **Administrative Support**
- Undertake a range of general administrative duties including filing, photocopying, scanning and document preparation.
- Maintain accurate records and databases.
- Process incoming and outgoing post.
- Assist with the organisation of school events, meetings and appointments.
- Support school communication systems as required.
- **First Aid Responsibilities**
- Act as a designated First Aider and maintain relevant training and certification.
- Provide first aid assistance to pupils, staff and visitors in accordance with school procedures.
- Maintain first aid records and supplies.
- **General Responsibilities**
- Maintain confidentiality at all times and comply with GDPR requirements.
- Work in accordance with school policies and procedures.
- Contribute positively to the ethos and values of the school.
- Attend relevant meetings and training as required.
- Undertake other duties commensurate with the grade of the post.
- **Key Qualifications / Knowledge / Skills / Experience Required**
- **Experience**
- Previous experience in a reception, administration or customer service role.
- Experience of working within a school environment (desirable).

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| | <ul style="list-style-type: none">• Qualifications• Good numeracy and literacy skills.• GCSE Mathematics and English (Grade C/4 or above) or equivalent.• First Aid qualification or willingness to undertake First Aid training.• Knowledge / Skills• Excellent communication and interpersonal skills.• Good organisational and time-management skills.• Ability to use Microsoft Office applications and school administration systems.• Ability to work calmly and effectively in a busy environment.• Ability to maintain confidentiality and professionalism at all times. |
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Hours of work	<i>Job share position working 8.00am to 4.00pm, Term Time plus 5 days (39 weeks per year).</i> Will consider full time applications.
Additional Duties	To support the distinctive Catholic mission and ethos of the school.

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