



RECEPTIONIST AND OFFICE ADMINISTRATOR

High Tunstall College of Science
Job Pack

Inspire | Support | Achieve



Dear Applicant

Thank you for taking the time to consider becoming a member of our incredible College where the students matter and so do the staff.

Having been Headteacher at High Tunstall College of Science for over 10 years, I am very proud of what we have achieved. We are the school of choice in Hartlepool, with a waiting list in all Key Stage 3 year groups and staffed by well qualified, supportive members of "Team Tunstall".

Our new £18m, state-of-the-art College building opened in November 2019 meaning we now have the facilities to ensure we get the outcomes for young people that they desire. As a College we were first rated **Good** by Ofsted in June 2016, which was reconfirmed in their section 8 visit in July 2021. We are very proud to be recognised in this way.

If you wish to find out more about High Tunstall College of Science I would encourage you to visit our website www.htcs.org.uk. If choose to apply for the post then I look forward to receiving your application.

Best wishes

Mark Tilling
Headteacher

**Introduction
from the
Headteacher**





Our ethos at **High Tunstall**

At High Tunstall, our vision is that we inspire and support our learners to achieve their potential. We do this by developing our High Tunstall Learners within our community.

‘As High Tunstall Learners we INSPIRE one another by getting involved, being imaginative and enjoying challenges. As High Tunstall Learners we SUPPORT one another by showing respect, being positive and having pride in our community. Together, as High Tunstall Learners we can ACHIEVE. The High Tunstall Learner – Embrace Every Opportunity’

We develop High Tunstall Learners by instilling our Magnificent 7 character traits within all in our community. There are 3 Personal Development characteristics and 4 Learner Development characteristics which can be seen below...





WELCOME

High Tunstall College of Science is an 11-16 Maintained Foundation School in the west of Hartlepool in the North East of England. The facilities that we have are unbeaten within Hartlepool Secondary Schools and a visit is recommended to see just how good they really are.

The College is proud of its place in the community and under the "Tunstall Active" badge offers much in terms of facilities to all in the town. All of our facilities are accessible to the wider community which include a swimming pool, hydrotherapy pool, community gym, refurbished MUGA and new 3G football pitch.

We are proud of the staff and students of the College and as part of our ethos all College members belong to "Team Tunstall", a restorative and reflective organisation who wishes to support the needs of all. Staff development is key to the success of the College and the Workforce Strategic Plan recognises the importance of everyone at the College.

The College operates a curriculum that is traditional in its design, broad and balanced in its aim and reactive in its nature to local economic and social demands. An inclusive approach plays an important part in our curriculum and our desire to make sure our young people are ready for work in a 21st century economy.

"We are proud of
the staff and
students of the
College."

Mark Tilling
Headteacher





JOB ADVERT IN BRIEF

Receptionist and Office Administrator
37 Hours / Term Time Only +10 days
Band 5

HIGH TUNSTALL COLLEGE OF SCIENCE

Elwick Road, West Park, Hartlepool, TS26 0LQ

01429 261446

htadmin@hightunstall.hartlepool.sch.uk

www.htcs.org.uk

11-16 Co-educational comprehensive, N.O.R. 1353 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

High Tunstall College of Science is seeking to appoint an outstanding Receptionist and Office Administrator. This is a fantastic opportunity to join a dynamic team, which is driving the College forward to continued improvement and success. High Tunstall College of Science is an outward looking college that believes in meeting the needs of all in its community.

As part of the Administration Team you will be required to support Staff, Students and Parents, and to maintain the high standards of front of house.

The HTCS Application Form and supporting documents for this post are available on the College website: www.htcs.org.uk/vacancies.

The College is committed to safeguarding and promoting the welfare of children and to equality of opportunity. An enhanced DBS will be required.

Closing date: Monday 3rd July 2023, 12 noon

STRATEGIC PRIORITIES

STRATEGIC Priority 2 high quality teachers and teaching practices

Our purpose is to ensure all teachers and support staff are skilled and equipped to support optimal, future-focused learning. We will accomplish this by resourcing and implementing high quality teaching practices across all faculties at the College.



STRATEGIC Priority 4 Positive outcomes.

Our purpose is to hold and communicate explicit high expectations for the performance of students and positive student outcomes. We will achieve this through a college culture of high academic expectations in which college leaders and staff demonstrate a belief that all students can learn at high levels.



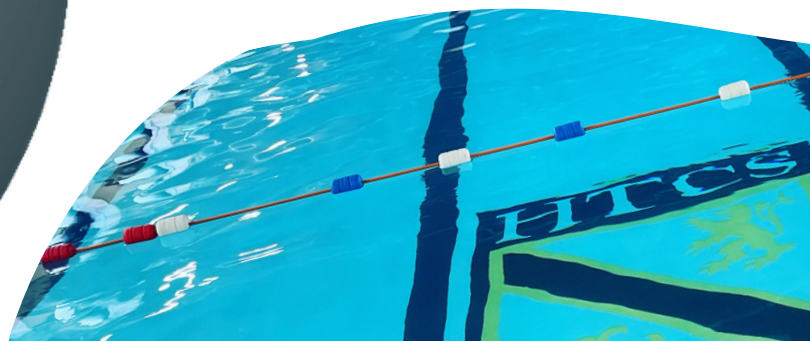
STRATEGIC Priority 1 engaged, committed and successful students

Our purpose is to increase the level of achievement and engagement of all students across the college. The college will function as an effective learning community and support a climate of performance excellence for students and staff. We will demonstrate a welcoming and inviting environment for all students, families, and community members. We will make an intentional effort to involve ALL students in academic and extra-curricular activities.



STRATEGIC Priority 3 progressive educational environments and use of resources to achieve high-quality service delivery.

Our purpose is to ensure the effective use of all resources deployed at the college. We will accomplish this by continuously improving the physical and learning environments of the college. We will improve access to learning opportunities in all areas of college life.



JOB DESCRIPTION

Receptionist and Office Administrator

Key Purpose of the Post

The post holder will provide Reception and Administrative support for the College, and will ensure efficient and effective day to day procedures are carried out.

Main Duties

- Meet and greet all visitors assisting to their needs and requirements
- Receive and make telephone calls, deal with personal enquiries and act as appropriate
- Maintaining a welcome and friendly reception area keeping all entrance notice boards up to date and relevant
- To ensure that the reception area and main office is kept tidy, informative and welcoming to staff and visitors at all times
- Managing the College's Room Booking system for meetings
- Attending to the Student window and assisting to any issues arising
- Answer and assist to any staff requests via the College radio system
- To receive and disseminate post and parcels
- To contact parents/carers regarding sick students, arranging collection for them
- Regularly check Synergy for correspondence from parents including sending texts and emails
- Daily management of the HT Admin Inbox responding to any emails in a quick and timely manner
- To use relevant ICT packages to provide administrative and clerical support services, including photocopying, filing, emailing and responding to enquiries
- To respond to queries from staff, students and parents in line with College policy and procedures, giving information and advice as appropriate
- Word processing of College documentation as requested
- Maintain computer records using SIMS and Synergy of students' personal details as necessary
- Produce appropriate correspondence under the direction of the Admin Team Leader
- To take minutes of Staff Briefing and produce the staff bulletin on a weekly basis.
- Complete delegated administrative tasks through the Synergy Help Desk
- This role is one part of the team of administration staff and there will, on occasions, be a requirement to cover for an absent colleague as directed by the Team Leader/Operations Manager
- Any other duties commensurate with the duties/responsibilities/grade of the post.

A full job description is available in supporting documents.

For more information please contact:

Mrs Laura Robson, Admin Team Leader

lrobson@hightunstall.hartlepool.sch.uk





PERSONAL

Specification

Attributes	Essential	Desirable	Assessment
			
Qualifications and Training	<ul style="list-style-type: none"> • 4 GCSE A-C including English • Level 2 Typing Qualification • NVQ Level 2 in Business Administration • First Aid Qualification 	<ul style="list-style-type: none"> • Level 3 Typing Qualification • NVQ Level 3 in Business Administration or relevant equivalent 	<ul style="list-style-type: none"> • Application form • Letter of Application • References
Experience	<ul style="list-style-type: none"> • A minimum of 2 years recent relevant administrative experience including experience of word processing, mail merge documents, spread sheets and maintaining records • Experience of working in a Reception/customer focussed role, including handling a wide range of queries and acting upon them. • A minimum of 2 years recent relevant experience of working in a office environment 	<ul style="list-style-type: none"> • Working in a school environment 	<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Word, Excel, PowerPoint, Email and Internet. • Dealing with a busy Reception/dealing with visitors in professional manner 	<ul style="list-style-type: none"> • Knowledge of working with SIMs 	<ul style="list-style-type: none"> • Interview • Letter of Application • References
Skills and Personal Qualities	<ul style="list-style-type: none"> • Professional approach to work • Excellent attendance and punctuality • Ability to work to strict deadlines • High standards of English • Ability to prioritise workload • Positive and proactive attitude to work • Accurate typing ability • Polite manner • Ability to work calmly under pressure • Able to work as part of a team and on own initiative • Approachability • Ability to communicate effectively with staff, students, parents/visitors • Good organisation skills 		<ul style="list-style-type: none"> • Application form • Letter of Application • References • Interview



MAKING YOUR APPLICATION

If you are interested in this post, it is essential before applying that you speak directly to Mrs Laura Robson, Admin Team Leader.

Curriculum Vitae is not required

Candidates are asked to fully complete a High Tunstall College of Science Application Form. As part of your application, you are asked to complete a letter of no more than 2 sides of A4. The HTCS Application Form can be found on the College website: www.htcs.org.uk/vacancies with all other supporting documents for this post.

We look forward to receiving your application by **Monday 3rd July 2023, 12 noon**, ideally via email to hadmin@hightunstall.hartlepool.sch.uk or posted to: Mr Mark Tilling, Headteacher, High Tunstall College of Science, Elwick Road, West Park, Hartlepool, TS26 0LQ.

The College has adopted the principles of Safer Recruitment and will safeguard and promote the welfare of children and young people, and expects all staff and volunteers to do the same. If successful, you will be subject to an enhanced DBS check.

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund
- Free parking on site
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling

High Tunstall College of Science

Elwick Road
West Park
Hartlepool
TS26 0LQ