



St Ralph Sherwin
Catholic Multi Academy Trust



St Philip Howard Catholic Voluntary Academy

Sunlaws Street, Glossop, Derbyshire SK13 8DR

Tel: 01457 853611

www.<http://www.sph.academy/>



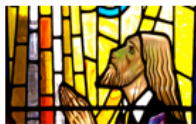
Application Pack

School Receptionist

St Philip Howard Catholic Voluntary Academy

Glossop

Welcome



St Ralph Sherwin
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

About St Philip Howard

St Philip Howard Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

Sunlaws Street, Glossop, Derbyshire SK13 8DR

Tel: 01457 853611

Email: info@sph.academy

www.sph.academy/

Hours: 15 hours per week (2 days), 52 weeks per year

Grade/SCP: SRS Band 2, SCP 11

Salary: £17,007 Full Time Equivalent

£6,894 Part Time Equivalent

Contract: Permeant

Location: St Philip Howard Catholic Voluntary Academy

Sunlaws Street, Glossop, Derbyshire SK13 8D

<https://stphiliphoward.schoolbookings.co.uk/>

Start Date: As soon as possible

St Philip Howard Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Multi Academy Trust are seeking to appoint an enthusiastic and hardworking School Administrator/Receptionist to join their school.

This exciting opportunity offers the successful applicant the chance to work in the busy school office, where school life is busy and varied with no two days being the same.

You will be representing the school as the first point of contact to visitors, parents and pupils, and providing general, clerical, administrative support as required.

Responsibilities include but are not limited to:

- To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
- To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents and staff.
- Assist with arrangements for school trips and events.
- Provide supply staff with work for their day and explain their timetable and cover work provided.
- Provide general clerical/admin support e.g. photocopying, filing, faxing, complete standard forms, and respond to routine correspondence.
- Maintain manual and computerised records / management information systems.
- Undertake typing, word processing and other ICT based tasks.

Ideally the successful candidate will have experience of general clerical /administrative work, experience of working on reception or a help desk, excellent ICT skills and good communication skills.

How to apply

For more information, an application pack and to apply please visit <https://srscmat.co.uk/vacancies> or email vacancies@srscmat.co.uk.

Closing date: 1 st May 2019

Interviews: W/C 6th May 2019

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK. The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. You do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Ref: SRSSPHADMIN112019

Information for Applicants

How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsrmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date of **Wednesday 6th March 2019**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place as soon as possible after the closing date. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

School Visit

The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

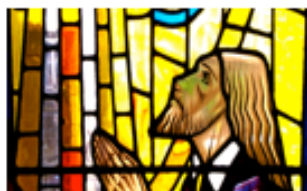
Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy, Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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