



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

Receptionist/Admin Assistant Application Pack

Geraldine Gallagher
Executive Headteacher





ST MICHAEL'S
C of E PRIMARY
HIGHGATE

North Road, Highgate
London N6 4BG
Tel: 020 8340 7441
Email: admin@stmichaelsn6.com
Executive Head: Geraldine Gallagher
Head of School: Sinead O'Brien

Contents

1. Letter to applicant
2. History of the school
3. Job description
4. Person specification
5. How to apply

To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.

Assistant Head: Alexandra Cooper
Assistant Head: John Coffield

www.stmichaelsn6.com



Dear Applicant,

Receptionist/Admin Assistant

Thank you for taking an interest in the above post at St Michael's CE School. The school is set in beautiful grounds in Highgate. It is near to the underground station and a variety of shops, restaurants and other amenities. There are excellent transport links to Central London and to outlying areas.

We have high expectations and consistently perform above expectations in all areas of the curriculum, providing the best opportunities and outcomes for all our pupils. We are looking for someone to work with our enthusiastic and hardworking office team who provide essential and vital support to the school.

To sustain and continue to build our creative and very effective practice across all aspects of the school we are committed to developing our staff. Our staff have access to in house and outside training development opportunities to enable them to keep up to date and to develop their skills and become the best they can be.

All the information you will need is in the application pack. If you would like to visit or require anything further please contact the school business manager, Nicola Purvis via jobs@stmichaelsn6.com, she will be happy to help.

I look forward to receiving your application.

Yours sincerely,

Geraldine Gallagher
Executive Headteacher



History of the School

In 1565 Sir Roger Cholmeley had founded a boys Grammar School in Highgate, and in 1733 the Highgate Girls Charity School had been established by Mr Edward Pauncefoote in Southwood Lane. In 1833 a National School for boys and girls was built next door in Southwood Lane, to accommodate increasing numbers of children who could not get into the Grammar School (which now charged fees), or the Charity School (which was too small). The Highgate National School held 160 children but even so it was overflowing; an 1850 Inspector's Report criticised the accommodation, drainage, heating, ventilation, and play-space - the boys' play space was too small, and the girls had none. The children played in the street, and there was no house for the Head Teacher. The site was too small for any improvement. Thus it was that in 1850 a "numerously attended Meeting" got together in emergency session and issued a memorable statement.

Local magistrate and educationalist Harry Chester was a key organiser and fundraiser, bringing in a crucial £1,400 grant from the Privy Council. The London Diocesan Board, "though unable to make a grant", gave its "cordial approval". The citizens of Highgate, Muswell Hill and Kentish Town gave generously, from the pennies and farthings from the Grammar School boys, to the £400 of Miss Burdett Coutts who then lived at Holly Lodge. The purchase of 4 acres on North Hill from the Bishop of London for £135 went well; but there were then "great difficulties" arising from a late decision to move the school back from the road to its present site, and having to buy access land and build deeper foundations.

In July 1852 the St Michael's National and Industrial School was opened at a total cost, including equipment, of £6,700 - rather more than the £3,000 originally estimated, and very much more than the £500 it cost to build the old National School. The architect was Anthony Salvin, and the result was a model school which became quite famous in its early years. As Joan Schwitzer has said; "For a decade the school was a showplace. Lord Mansfield chaired the Annual Meetings when the grounds were thrown open to subscribers and parents. Lady Burdett Coutts ... came to call ... Local maiden ladies helped with the teaching."

In 1857 an Industrial Act was passed giving grants for Boarding Schools for the care of children in need, the main object of which was to provide training (as a begging-letter from the 1850 St Michael's Sub-Committee put it) of "elder girls in Household-work, Washing, Cooking &c ... [with] boys in Out-door pursuits, and qualified for employment, as Cottagers, Farm-Labourers, Gardeners, Mechanics, or Emigrants". There was considerable scope for this type of work in the large houses of Highgate, and the great support shown by the Annual Subscription Lists makes it clear that the wealthy inhabitants were very willing to support such a worthy cause, and incidentally provide themselves with a regular supply of excellent domestic servants. So St Michael's in its early years took in boarders as well as day pupils; it is not known when precisely the boarders were given up. From the 1860's the school gradually transformed itself



(says Joan Schwitzer) into "a more conventional elementary and finally primary school, albeit with unusually spacious playing fields, play-grounds, resident staff accommodation and garden plots which were still being cultivated for annual prizes in the nineteen forties."

The buildings themselves consisted of Boys', Girls' and Infants' Schools, or schoolrooms (see Plan). The Infants' Schoolroom was under the dormitory area: originally the dormitories were occupied by staff and pupil teachers, but they were then converted into 16 cubicles for room should be as comfortable and pleasing as possible, with a few bright maps, a few good diagrams, a few well-chosen texts on the wall. Texts such as "Our God is a consuming fire" and "All liars shall burn in the lake that burneth with fire and brimstone" are to be avoided. The school should provide washing facilities, but not on a large scale as the children should come to the school with clean hands. There should also be small gardens, a pigsty, rabbit hutches, beehives, hen runs and a wash-house and laundry. The children should be encouraged to make and classify a natural history section, learn drawing and have the opportunity of practising music, vocal and instrumental."

By the end of the century the school had settled down to its average number of 200 pupils, which it maintained until extra classrooms were added after the 2nd World War. There was one pupil teacher for the boys, two in the girls' room, and one infant teacher. In 1890 the curriculum included Drill, History, Geography and Singing. The infants had Object lessons on such things as Air, Water, or Nature. This syllabus was probably not much different from the original and is in its essence is still continued today (with, or course, many additions). The main change is that the teachers no longer expect the children to help maintain the school.



JOB DESCRIPTION FOR SCALE 4 RECEPTIONIST/ADMIN ASSISTANT

Responsible to: School Business Manager

Hours: 36 hours per week, Monday - Friday starting at 8am

Main Purpose of the job:

To provide a professional, courteous and effective reception service for St Michael's C of E Primary School and to assist in providing an effective administrative support for the school.

Reception Duties

- To ensure all parents, visitors and contractors are warmly and politely welcomed to the school and that they comply with the school's signing in and security vetting procedures
- To be responsible for all communications from the school using the school communication system to email letters/ newsletters/ other information as required to parents
- To assist with uploading communications to the school website ensuring information is accurate and up to date
- To answer the telephone in a prompt and polite manner, taking accurate telephone messages and ensuring they are passed on to relevant staff efficiently and quickly
- To sort and distribute post to staff and governors
- To redirect and/or process, as necessary, any emails or enquiries received
- To assist with the display in the reception area and ensure it is attractive and welcoming
- To ensure reception areas and foyers are kept in a tidy, professional and presentable manner
- To ensure that all office equipment is maintained in good working order and supplies ordered as necessary

Administrative Support

- To liaise effectively and professionally with other colleagues.
- Assist in keeping computerised records, written documentation and general information
- Record late/absent children, updating pupil attendance on the school's management information system
- To prepare attendance reports as required by SLT
- To input and extract data from the school's management information system
- To assist in collating student/teacher documentation (e.g. timetables)
- To assist in the maintenance of the School uniform stock and inventory
- Assist in the administration and distribution of student services, including school dinner records



Other duties

- Administer First Aid and attend to minor injuries
- Safekeeping of prescribed medication for students and administer medication as required with the written consent of parent/carer.
- Notifying parents/guardians of their sick/injured child.
- Making arrangements for sick or injured students to be taken to hospital or taken home as appropriate and liaising with parents/guardian.
- To log and file accidents and incidents

Support for the school

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. In particular you will be expected to:

- To respond professionally to parents/carers, visitors and staff members at all times.
- To demonstrate commitment to gaining an Outstanding Ofsted grade.
- To work within the school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To ensure the well-being of pupils is paramount.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

Please Note:

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment



PERSON SPECIFICATION

Experience

- Experience of working in a front of office/reception environment, preferably in a school

Qualifications

- Proficient numeracy and literacy skills i.e. GCSE Maths and English or equivalent. Evidence of training and/or qualifications which reflect appropriate administration skills.
- First aid training (desirable)

Knowledge & Skills

- Excellent ICT skills
- Able to communicate clearly.
- Able to prioritise workload
- Able to work under pressure

Personal Qualities & Attributes

- Excellent inter-personal skills
- Able to deal with children and parents with empathy and sensitivity
- Understanding of the need for confidentiality
- A willingness to take on responsibility
- A team worker

Continuing Professional Development

- Willingness to undertake additional training/staff development as appropriate
- Ability to reflect on your own professional practice

As a member of school staff the postholder will be required to:

- 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.
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equal Opportunities policy
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development
- Carry out all duties with due regard to Health and Safety Regulations. Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of
- Respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of GDPR, data protection regulations.



ST MICHAEL'S
C of E PRIMARY
HIGHGATE

North Road, Highgate
London N6 4BG
Tel: 020 8340 7441
Email: admin@stmichaelsn6.com
Executive Head: Geraldine Gallagher
Head of School: Sinead O'Brien

How to apply

Please complete the application form attached with this email and send back to jobs@stmichaelsn6.haringey.sch.uk

To nurture and inspire our children to develop a love of learning in a supportive Christian community and become the best they can be.

Assistant Head: Alexandra Cooper
Assistant Head: John Coffield

www.stmichaelsn6.com