



St Augustine's Catholic College

Together we're stronger

Candidate Information Pack

P/T Receptionist
(Maternity cover
Easter to Christmas
2025)





Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College.

Working at St Augustine's Catholic College means being part of a community of exceptional practitioners and support staff. Colleagues are warm, welcoming and supportive of each other. Our College engages with, and supports its workforce, thus creating an inspirational working environment which nurtures the development of personal and professional excellence.

As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King.' We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included.

We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community. At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world.

Our recent OFSTED inspection highlighted this commitment: "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does." For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society.

In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment.

Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Our recent OFSTED report also noted, "Staff feel proud to work at the school.

Early career teachers receive appropriate guidance and feel well supported." If you join us, you will be entering a supportive and challenging environment where you can grow professionally while sharing your talents with our vibrant community.

We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle
Head Teacher

If you have any further questions or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or email hr@st-augustines.wilts.sch.uk





About the role

We are looking for a part-time receptionist to join our team to cover a period of maternity leave from approximately Easter until Christmas 2025 or when the post holder returns.

The role is for 22 hours worked over a Wednesday, Thursday and Friday

As a member of the reception team you will be the first point of contact for all visitors to the College so an approachable, friendly manner is essential combined with efficient administrative skills.

This is a busy location so the post holder needs to be confident in dealing with a wide variety of queries and requests in a calm and reassuring way. The role also supports the administrative team to ensure the smooth running of the general office.

Previous school experience is not essential but you will require general office skills and need to be confident in dealing with parents, and other visitors to the College.

Further information can be found in the job description and person specification.





Job Description

St Augustine's Catholic College 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 requires a satisfactory enhanced DBS disclosure.

Job Title: Receptionist

Grade: C (£12.26 to £12.65 per hour)

Hours: 22 hours per week, term time only, 44.60 paid weeks per annum.

Wednesday 8am - 4.30pm, Thursday 8am - 4.30pm, Friday 8am - 4pm (1 hour unpaid lunch)

Reports to: Business Manager

Job Purpose: To be part of the Reception team as a welcoming and efficient first point of contact on behalf of the College, and to provide administrative support to ensure the smooth running of the general office.

Main Duties / Responsibilities

- Undertake reception duties, monitoring emails, answering the telephone (transferring calls, taking and delivering caller messages) and dealing with face to face enquiries.
- Accept deliveries to the College and liaise with the Caretaker and Finance to ensure their prompt distribution to the correct person.
- Record and post the College mail. This includes the topping up of postage to the franking machine as and when necessary.
- To undertake any administrative filing required.
- To direct the College 'Herald' for the day.
- To receive lost property recovered around College and either ensure they are returned or stored as appropriate.
- Make internal room bookings on the online system as requested.
- To be part of the first aid provision for pupils, parents, staff and visitors in conjunction with the College First Aid Officer, the School Nurse and other relevant authorities. This will involve contacting parents as appropriate.
- Any other task reasonably requested by the Head Teacher or Business Manager.

All employees of St Augustine's Catholic College are expected to be supportive of the Christian ethos of the college, its vision and core values.

The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications /Training	<ul style="list-style-type: none"> • Competent office /ICTskills (Microsoft Outlook) • Good general standard of education including maths and English at GCSE level 		Application form
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Office based experience • Ability to work as part of a team • Willing to support the administrative team in various ad hoc tasks as they arise 	Knowledge and working experience of secondary school administration at an appropriate level .	Application form/ interview/ task
Personal and Professional Qualities and Attributes	<ul style="list-style-type: none"> • Personal integrity • Respect for confidentiality • Confidence and resilience (to challenge when necessary) • Commitment to professional development to maintain knowledge and improve practice 	Practicing Catholic and/or empathetic to Christian values	Application form/ interview/ task



A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. St Augustine's pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 21.6%) to ensure that your fund is sufficient at the time you retire. Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time between 55 and 75 which will increase or decrease your pension.



A Career at St Augustine's

Pension Scheme Contributions (cont'd)

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 23.68%) to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Support

The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



How to apply

If you feel that you would like to join this thriving team, and that you can offer what we seek, please complete the application form on our website. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.

Please visit our website at www.st-augustines.wilts.sch.uk for more information about our College.



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