



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Receptionist - Single Status Grade 4 Scale Point 9-10
Hours: 8.00 am to 4.15pm Wednesday, Thursday & Friday



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.

We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.

We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **‘I have come that you may have life, and have it to the full’ (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff “set very high standards for students’ behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful.” *Ofsted*

“There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential.” *Ofsted*

Preparing students to stand shoulder to shoulder with their peers: locally, nationally and globally.

Receptionist

Salary: Local Government Single Status Grade 4

£26,016—£26,427 pa pro rata

Hours: 23.25 hours per week

Wednesday 08.00 - 16.15

Thursday 08.00 - 16.15

Friday 08.00 - 16.15

Actual salary: £14,484.00

We are looking for a friendly and organised School Receptionist with strong administrative skills. The ideal candidate should be personable, professional, and able to handle front desk duties efficiently.

The Receptionist serves as the first point of contact for students, parents, staff, and visitors, ensuring a welcoming and professional environment. This role involves handling enquiries, managing administrative tasks, and supporting the school's daily operations. The ideal candidate will have strong organisational skills, excellent communication, and the ability to handle a fast-paced school environment.

We offer you:

Local Government Pension Scheme

Subsidised private health care through Benenden

Free flu vaccine

Free parking

A fabulous staff room with complimentary tea and coffee

CPD starts immediately upon employment

Our café serves food at breakfast, break and lunch time.

St Catherine's College is part of DCAT (Diocese of Chichester Academy Trust)

Job description

POST:	Receptionist
GRADE:	Single Status Grade 4 spinal Column 9—10 £26,016—£26,427 pa pro rata
Hours:	23.25 hours per week to be worked Wednesday to Friday 08.00—16.15 (30 minute unpaid lunch break daily)

Main Purpose of the Job

The receptionist serves as the first point of contact for students, parents, staff, and visitors, ensuring a welcoming and professional environment. This role involves handling enquiries, managing administrative tasks, and supporting the school's daily operations. The ideal candidate will have strong organisational skills, excellent communication, and the ability to handle a fast-paced school environment.

Key Responsibilities

Front Desk & Communication

- Greet and assist students, parents, staff, and visitors in a professional and friendly manner.
- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary, and acting on instructions received. To relay messages to staff and students.
- Reply to emails and follow up on any actions.

Administrative Support:

- Manage incoming and outgoing mail, deliveries, and school notices.
- Support school leadership team with administrative tasks, such as scheduling appointments, booking rooms, photocopying and preparing documents.
- Maintaining office and stationery supplies and placing orders when necessary.

Student & Staff Assistance:

- Provide students with basic guidance on school procedures, timetables, and general enquiries.
- To accept student belongings for safekeeping.
- To assist with ordering, maintaining stock of, and the selling of school uniform.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person specification

Qualifications and training

- GCSE Maths and English (or equivalent)
- Good standard of ICT

Experience

- Carrying out administrative tasks
- Dealing with face-to-face and telephone interactions
- Working with children or young people
- Working and collaborating within a team

Skills and knowledge

- Good oral and written communication skills
- Ability to respond quickly and effectively to issues that arise
- Ability to plan, organise and prioritise to meet deadlines
- Ability to use own initiative and take action accordingly
- Excellent attention to detail
- Ability to use relevant office equipment effectively
- Ability to build effective working relationship with colleagues
- Understanding of data protection and confidentiality

Personal qualities

- Be flexible and enjoy variety
- Sensitivity and understanding, to help build good relationships with colleagues and pupils
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Good health and attendance record
- A positive and enthusiastic work ethic
- Willingness to positively promote the College aims and Christian ethos

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Thursday 15 October 2026**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

