



# RAMSEY GRAMMAR SCHOOL

Invest, Believe, Achieve Together

## RECEPTIONIST

- ✓ Permanent
- ✓ Term Time + 3 days
- ✓ £25,784 - £31,340  
Pro rata, per annum



Visit Our Website  
<https://rgs.sch.im/>

# Message from the Headteacher

Thank you very much for showing an interest in this position at Ramsey Grammar School. If you choose to apply and are successful you will be joining the school at an exciting time as we embark on the next phase of our journey.

I joined the school in September 2023 and absolutely love working here. The staff are dedicated and energetic; the students are hard-working and welcoming; the parents and carers are honest and supportive, and the governors are committed and enthusiastic, all of which contribute to a very positive, dynamic culture.

We are seeking to appoint an ambitious, committed and enthusiastic Receptionist who will bring high standards and integrity. You will have the drive and determination needed to ensure that all our stakeholders are greeted warmly and dealt with professionally.

Ramsey Grammar is a forward-thinking school with a proud history dating back to 1865 and is hailed as being the first comprehensive school in the British Isles. There is a strong sense of community in the school and in the town of Ramsey, which is reflected in the values and positive ethos shared by the school's students, staff and parents. Our staff members are extremely hard working and are committed to providing outstanding educational opportunities that help all students to excel every day.

Having read this, I hope you will apply, and I look forward to reading your application. If, however, you decide that this post is not for you, I wish you the very best of luck for your future.

To apply complete a CV and write a letter of application that should be no more than 2 sides of A4, font size 11 and should address the following areas:

- How your experience and qualifications have prepared you for this post
- Your strengths and qualities that make you the best person for this role
- How you will support the wider activities of the school.

You will also be required to complete the Isle of Man Department of Education, Sport and Culture online application. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check. We would be happy to accommodate video-call interviews for applications from international candidates currently residing outside of the Isle of Man and the UK. Please state on your application whether this would be required.

My very best wishes,



Mrs Sonia Taylor  
Headteacher



# Information about Ramsey Grammar School

Ramsey Grammar School is a secondary comprehensive, with a Sixth Form, and is located in the heart of the sunny seaside town of Ramsey, serving the north of the Isle of Man. We are a large, diverse school with over 1000 students on roll. Ramsey Grammar is a thriving and happy learning community where expectations and standards are exceptionally high.

Our School Motto is '**Invest, Believe, Achieve Together**'. This runs through the fabric of our school and is strongly supported by our school values of **responsibility, growth** and **success**.

As a whole school we intend to:

- Create **dynamic** and **compelling** learning environments where the **highest quality of learning** and **teaching** leads to **excellent standards of achievement** and mastery of key skills for all students.
- **Work together** to build a community with **ambition, resilience, a sense of self-worth** and **self-belief** where **personal growth** is encouraged so that people are equipped to **thrive in an ever-evolving world**.
- Offer **highly valuable and memorable curriculum experiences** within and beyond the classroom that enhance **personal development** and **academic excellence**.
- **Recognise** and **celebrate** the **uniqueness of all students** by creating an **inclusive school culture** where **strong relationships** are built on **mutual respect, kindness, belonging** and **acceptance of others**.
- **Empower everyone** to take **responsibility** for striving for **personal excellence**, whilst also being **agents for the growth** and success of **others**.

We are a proud school and know the importance of our work.

Our dedicated staff work tirelessly to support student success, excellent outcomes and positive progress for all while also nurturing our students to become well-rounded and respectful global citizens.

**For more information about our school please visit our website - [Ramsey Grammar School Website](#)**

# Job Description

**Salary:** £25,784 - £31,340 pro rata, per annum

**Contract Type:** Permanent

**Reporting to:** People & Office Manager

**Hours**

Mon - Fri: 08:00- 15:55

## Principal Accountabilities

To be the main point of contact for all stakeholders when they visit and / or phone Ramsey Grammar School. Ensuring all Health & Safety and DESC Visitor Policies are followed at all times. Point of contact for students when not in lessons.

## Key Responsibilities

- To undertake reception duties
- Sign students in and out on MIS systems
- To welcome visitors to school in accordance with policy
- To answer and forward incoming calls
- To administer communications to parents / carers
- To administer in school careers appointments
- To provide general information and to answer routine queries
- To attend initially to student queries and to give appropriate guidance
- To communicate messages as required
- Contacting the parents of sick children
- Production of Smartcards
- Uniform / stationery sales
- Provision of student information to staff
- Other duties relevant to the grade which assist in the smooth and efficient running of a busy office environment
- Administer first aid as and when required within training remit.
- Adhere, at all times, to the expectations of staff at Ramsey Grammar School as per our Staff Handbook
- To be aware of and comply with all school policies and procedures relating to safeguarding and child protection; health and safety; GDPR (data protection) etc and to report any concerns
- To ensure that all students have equal access to opportunities for learning and development
- To contribute to the aims and ethos of the school
- To engage with students in activities such as mentoring or extra-curricular events
- To assist in setting up and attend monthly meetings concerning attendance
- To prepare data for monthly meetings
- To undertake other activities which may reasonably be requested by the Headteacher, where those duties fall within the grading of the post.

# Person Specification

Receptionist	Essential / Desirable	Means of Assessment: Application / CV / Interview / Assessment / Pre-employment checks
Effective use of ICT and school specific software for which training will be given.	D	CV / Int
Excellent interpersonal skills and an empathetic approach to students and parents when required	E	CV / Int
Ability to relate well to children and adults in school.	E	CV / Int
Ability to deal with third parties throughout the wider community.	D	CV / Int
Sound understanding of the workings of a busy office.	E	CV/ Int
The ability to work with minimal supervision at a basic level	E	CV/ Int
First Aid Certificate	D	CV/ Int
Welcoming, approachable and personable	E	Int
Excellent communication skills, both verbal and written	E	CV/ Int
GCSE Maths and English Grades A* - C, or Key Skills Level 2 Application of Number and Communication Awards or Functional Skills Mathematics and English Level 2; and experience of working in a relevant discipline.	D	CV/ Int

# Person Specification

Must have the highest standards of discretion and confidentiality	E	CV/ Int
To be well organised and have good attention to detail	E	CV/ Int
To be able to work under pressure, with a flexible and adaptable approach	E	CV/ Int
Have good ICT skills and be willing to learn school specific software applications	E	CV/ Int
Must be a competent user of Office, both Word and Excel	E	CV/ Int
Have experience of working in a school environment, preferably Secondary	D	CV/ Int
Familiar with current school operations, educational policies and developments.	D	CV/ Int
IoM Worker Status	D	CV/ Int
Satisfactory Police Check	E	CV/ Int

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Site Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role as directed by the Headteacher.

### **SAFEGUARDING**

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.

#### **Notes:**

This job description may be amended at any time in consultation with the postholder.



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