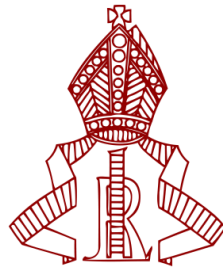


Bishop Luffa School

Receptionist (part-time) Information Booklet





Bishop Luffa School

Dear potential candidate,

Thank you for your interest in the part-time role of Receptionist at Bishop Luffa School.

Bishop Luffa School was founded in the 1960s to provide children with an education underpinned by Christian values. The school gave hope to families who did not believe that you could leave your faith at the door. It also took in children who had failed to get into grammar schools and felt let down by the education system. We still share that same aim to include everyone in everything we do.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore new experiences by studying different subjects and trying different sports and hobbies. We want our students to forge an identity of their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

Bishop Luffa School is part of a Multi Academy Trust, the Bishop Luffa Learning Partnership. This was established in October 2020 and consists of Bishop Luffa School, Rumboldswyke Primary School, Lavant Primary School, Fishbourne Primary School, West Dean CofE Primary School, and Nyewood Infants School. All of the schools have a similar ethos and are committed to maintaining strong links.

If you would like to come and visit the school before applying, please do not hesitate to contact Nicky Christopher, Head Teacher's PA (headspa@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- Inspire all students to be ambitious about their futures
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1654 students including 426 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.



We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

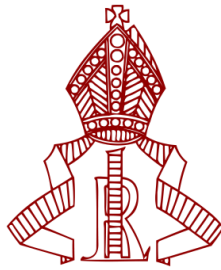
We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which

is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Receptionist

Grade 4
£26,427 - £26,847 pro rata
(Actual Salary £3,964 - £4,027)

1 day per week
7.45am – 2.45pm
Term-Time only plus INSET

Bishop Luffa School is seeking to appoint a calm, courteous and highly efficient Receptionist to work as part of a team providing practical support to staff, students, parents and visitors. The ideal candidate would be a good communicator, be able to work under pressure, have sound organisational skills with the ability to prioritise workload and be able to work on their own initiative and as part of a team.

If you have any questions about the role, prior to application, please do not hesitate to contact the school at headspa@bishopluffa.org.uk

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with all stakeholders.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications: **Wednesday 11th November 2026**
Interviews w/c **16th November 2026**

Bishop Luffa School 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 a DBS check. As part of due diligence checks, an online search may be carried out on shortlisted candidates (Keeping Children Safe in Education 2026, paragraph 299).

Job Description

Receptionist

Role

The aim of Bishop Luffa is to ensure that students' experience at Bishop Luffa is consistently outstanding. The Receptionist will provide practical support to staff in the school to ensure consistency and to be the main point of contact and liaison between the public and the school.

Operational Reception Duties

- Ensure the Reception area is a welcoming environment.
- Welcome visitors to the school, and deal with their requests in a polite and efficient manner.
- First point of contact for telephone switchboard/taking and retrieving messages and passing on to appropriate people.
- Deal with general enquiries from parents/carers and public, and pass to relevant person as appropriate.
- Book visitors in and out of school.
- Provide administrative support for the Leadership Team and monitor and action Leadership Team call-outs.
- Support the Attendance Officer.
- Maintain and re-order stationery supplies as required.
- Receive and identify deliveries from suppliers and arrange distribution to relevant departments.
- Receive post and distribute as appropriate.
- Frank outgoing daily post.
- Contact site staff via radio contact system.
- Book use of Conference, Seminar rooms, Bridge Club and Bartlett Hall.
- Insert leaflets/messages/information into registers.
- Circulate rota for litter duty/Reception Duty.
- Induct Reception student helpers.
- Assist in the transportation of registers to designated area in the event of a school evacuation.
- Cover the School Nurse in her absence.
- Liaise with School Nurse regarding students leaving the school site safely when they are unwell.

This role is part of the team of support staff and there will, on occasions, be a requirement to assist in general administration duties or cover for an absent colleague.

Person Specification

Receptionist

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS			
A good general education. Minimum of GCSEs Grade 5 or above, or the equivalent, in Maths and English	✓		Application form and interview
A good verbal and written command of the English language (including spelling and grammar)		✓	Application form and interview
Advanced MS Office skills (Word, Excel, OneDrive, Outlook)		✓	Application form and interview
TRAINING, EXPERIENCE AND KNOWLEDGE			
Able to work comfortably with re-peated interruptions and unexpected requests	✓		Application form & interview, professional references
Able to produce accurate work and actively checks output	✓		Application form & interview, professional references
Works flexibly, able to prioritise and multi-task to meet deadlines in a busy environment	✓		Application form & interview, professional references
Able to use initiative, work as part of a team, happy to receive and accept direction/delegation	✓		Application form & interview, professional references
Previous experience of working in a School		✓	Application form & interview, professional references
Qualified First Aider		✓	Application form & interview, professional references
Familiar with office equipment (phone systems, copiers, franking machines)		✓	Application form & interview, professional references
PERSONAL SKILLS & ATTRIBUTES			
Confident and calm in handling questions and queries	✓		Application form & interview, professional references
Strong customer care skills and focus	✓		Application form & interview, professional references
Approachability and willingness to help (solution orientated)	✓		Application form & interview, professional references
A discreet and diplomatic nature with respect for confidentiality at all times	✓		Application form & interview, professional references
Committed to safeguarding and promoting the welfare of students.	✓		Application form & interview, professional references
A positive and collaborative team player.	✓		Application form & interview, professional references
Support and endorse the school's Christian ethos		✓	Application form & interview

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.