



MEOLS COP HIGH SCHOOL



RECRUITMENT PACK

RECEPTIONIST & ADMINISTRATION OFFICER

WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School*.

WATCH VIDEO



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

**Southport
Learning
Trust**



Academic Excellence

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

Professional Development

Professional Improvement is school improvement. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Inclusive Education

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Realising Aspirations

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD**



WHY SOUTHPORT?

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

Collaborative Working:

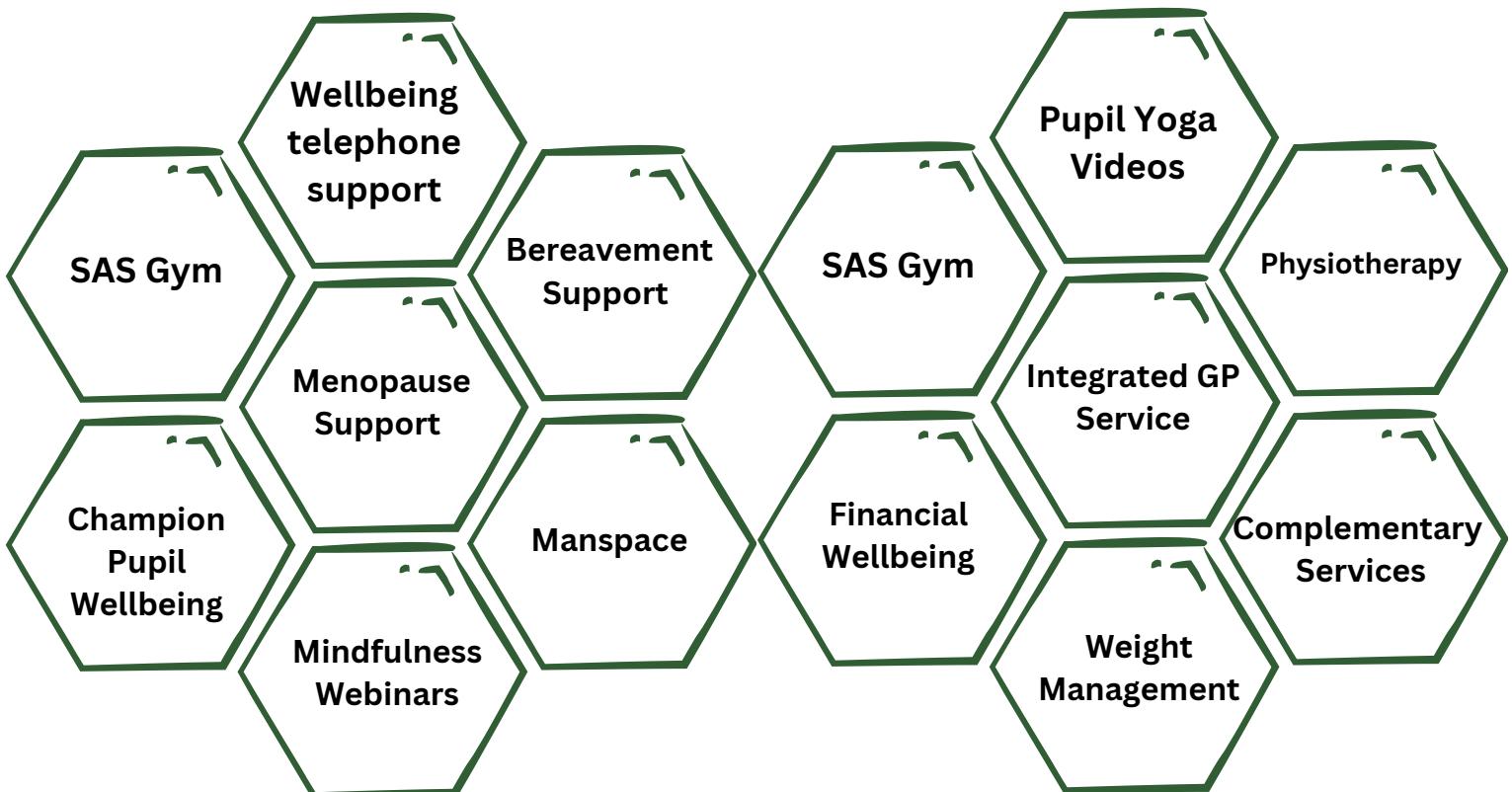
Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.



School Wellbeing

LEARN MORE

As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



ABOUT US

Meols Cop High School is in the heart beat of Southport and plays an integral part within the local community. We prioritise more than just academic achievement; we instil a profound sense of values and ethics in all our students, as part of our school motto '**Brokering Aspirations**'. Anchored by its four foundational pillars: **Academic Excellence, Values Driven, Professional Standards, and Skills and Experiences**, Meols Cop fosters a holistic learning environment that prepares students for future success.

Meols Cop is a successful school at the heart of the local community. We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development as we believe 'Teacher improvement is school improvement'. Meols Cop High School will offer you extensive career development and bespoke CPD opportunities. Staff are specialists in their areas with strong links to Maths Hubs work, STEM and Research school training programmes. Moreover, we are keen to ensure the wellbeing of our staff, and our Workload Charter highlights our commitment to this.

At Meols Cop we celebrate and support collaboration with local businesses, charities and community groups within the local area, creating meaningful partnerships that benefit both our students and the broader community. We believe that instilling values such as honesty, empathy, respect, and resilience is essential for students to succeed not just academically but also in their personal and professional lives.

At Meols Cop we are committed to ensuring that our young people have the skills, qualifications and characteristics to lead a successful life. We provide a curriculum that will challenge them academically, that will allow them to develop as citizens of the world and to undertake experiences that will allow them to explore passions and make informed choices about their futures. The successful candidate will take a lead role in making this become a reality through developing a culture amongst our staff and students of high expectations and high standards.

We would encourage you to look at our website, performance tables and OFSTED reports to ensure that Meols Cop High School is a school that you feel would be suitable for your professional development.

Meols Cop High School is part of Southport Learning Trust and benefits of working within the Trust include access to Merseyside Pension Fund, a cycle to work scheme and a private health and wellbeing service. In addition, as part of Sefton's admissions policy children of staff where the member of staff has been employed at a school within the Southport Learning Trust for two or more years at the time at which the admission application for the school is made, their children will be considered for a priority placement at Meols Cop High School.

Meols Cop High school is a truly special place to work. Please don't just take our word for it - interested applicants are strongly encouraged to visit us, meet our team and most importantly, get to know our incredible students. To organise a tour ahead of application, please contact PA to the leadership team, Miss Sarah Lightbown on recruitment@meolscop.co.uk



Martin Davis
Headteacher





VALUES DRIVEN

BROKERING ASPIRATIONS

Meols Cop students will be given opportunities to explore, experience and engage with opportunities to embed values that will positively impact our community and develop them as citizens of the world.



SKILLS & EXPERIENCES

BROKERING ASPIRATIONS

Meols Cop students will have access to life changing experiences, developing passions and skills which will allow them to broker their aspirations.



PROFESSIONAL STANDARDS

BROKERING ASPIRATIONS

The Meols Cop school community will adopt a professional standards model that will maximise learning opportunities and prepare students for success in the world beyond school.



ACADEMIC EXCELLENCE

BROKERING ASPIRATIONS

Meols Cop students will experience the highest quality of teaching and learning driven by evidence-informed practice.





APPLICATIONS

CONTRACT: PERMANENT, TERM TIME ONLY, 36HR PER WEEK - HOURS AGREED WITHIN OPERATING HOURS OF 8AM - 5PM

CLOSING DATE: MONDAY 17TH NOVEMBER - 9AM

INTERVIEW DATE: MUTUALLY CONVENIENT TIME

START DATE: JANUARY 2026

SALARY: £25,583 - £25, 989 PRO RATA, ACTUAL SALARY £21,030 - £21,363 - PAY SCALE GRADE D - POINTS 5-6

PLEASE SEND APPLICATIONS TO RECRUITMENT@MEOLSCOP.CO.UK

CVs will not be considered

Enclosed in this pack is:

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

JOB SPECIFICATION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

MAIN PURPOSE	<ul style="list-style-type: none">• To provide routine general clerical, administrative, financial support to the school under the direction /instruction of senior staff.
MAIN DUTIES	<p>Administration</p> <ul style="list-style-type: none">• Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.• Signing late students in/signing students out through the appropriate channel e.g., parental contact.• Undertaking ICT based tasks using Microsoft packages. This will include producing letters, reports and schedules for both internal and external stakeholders.• Administer the creation and distribution of communication to parents using class charts.• Provide routine clerical support, e.g., reprographics, photocopying, filing, emailing and completing routine forms.• Maintain manual and computerised records and/or management information systems.• Sorting and distributing the internal and external mail, including delivery of daily outgoing franked mail to an appropriate relevant post office.• Provide routine clerical support in relation to the production and distribution of specific materials, welcome booklet, parent/carer information booklet, homework letters, etc.• To ensure compliance with all current safeguarding arrangements for all visitors and keeping a daily record of visitors to the school by ensuring all sign in on the electronic system.
ORGANISATION & RESOURCES	<ul style="list-style-type: none">• Undertake reception duties, answering telephone, conveying messages to relevant colleagues, face-to-face enquiries and signing visitors in and out.• To setup the provision of refreshments as agreed with colleagues for training sessions/meetings.• Operate office equipment e.g. computer, photocopier etc. in accordance with manufacturers' instructions• To ensure that the photocopiers are stocked with paper each evening and that they are replenished during the day• To arrange the orderly and secure storage of school supplies e.g. stationery

JOB SPECIFICATION

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SUPPORT FOR THE SCHOOL	<ul style="list-style-type: none">• In conjunction with the school first aid officer assist with first aid/welfare duties, looking after sick students, liaising with parents/carers and or staff etc.• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background• Contribute to the school ethos, aims and development/improvement plan• Work as part of a team, appreciating and supporting the role of other people in the team.• Attend and participate in meetings as required• Undertake personal development through training and other learning activities, including performance management as required• To understand the fire evacuation procedure and other emergency situations and to implement the part reception is expected to play
GENERAL	<p>This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.</p> <p>All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.</p> <p>School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.</p>

NOTE: This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade

PERSON SPECIFICATION

Essential	Desirable
EXPERIENCE AF & I <ul style="list-style-type: none"> Basic awareness of inclusion, especially within a school setting. 	QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> Have achieved or working towards a Level 2 qualification in Numeracy/Maths and Literacy/English AF NVQ Level 2 in Business Administration / Customer Service or equivalent qualification or experience AF & I
SKILLS/KNOWLEDGE/APTITUDES - AF & I & T <p>Communication & Influence</p> <ul style="list-style-type: none"> Professional and presentable. Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner. Fast paced environment with ability to handle ever changing priorities. 	EXPERIENCE - AF & I Experience of general clerical/administrative work. Appropriate knowledge of First Aid or willingness to undertake a First Aid qualification.
Team working - AF & I <ul style="list-style-type: none"> Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback. 	
Organisational Awareness - AF & I <ul style="list-style-type: none"> Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding. 	

AF: Application Form

I: Interview

T: Test

P: Presentation

PERSON SPECIFICATION

Essential	Desirable
ADAPTABILITY AF & I <ul style="list-style-type: none">Understands the need for, and the effects of, change and is able to adjust style and ways of working, taking others into account.Learns from experience.	
USE OF TECHNOLOGY - AF & I & T <ul style="list-style-type: none">Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers, etc.).Has a willingness to remain proficient as the technological needs of the school change.	
PROFESSIONAL VALUES AND PRACTICE AF & I <ul style="list-style-type: none">Ability to build and maintain successful relationships with students and adults, treating them consistently, with respect and consideration.Ability to improve your own practice through observations, evaluation and discussion with colleagues.	
SPECIAL REQUIREMENTS - I <p>Requirement to complete Support Staff Induction Programme.</p> <p>Requirement to complete Appointed Persons First Aid at Work training.</p>	

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Meols Cop High School,
Southport, PR8 6JS



www.meolscophighschool.co.uk



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