



Mill Hill

Instilling values, inspiring minds

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Mill Hill School

School Receptionist Candidate Information Pack



INTRODUCTION

The School Receptionist welcomes visitors and guests presenting a positive first impression of the school. They work closely with the Office Manager in supporting the PA to the CEO/Head and Principle Deputy Head as well as with the other members of the School Office team.

Key facts about this role

Contract type

PERMANENT, FULL YEAR

Reporting to

OFFICE MANAGER

Salary

£16,500

Hours

27.5 HOURS PER WEEK.
12:45-6:30PM MONDAY -
FRIDAY. FLEXIBILITY IN
WORKING ARRANGMENTS
REQUIRED.

Holidays

25 DAYS ANNUAL LEAVE
PLUS STATUTORY BANK
HOLIDAYS

Pension

CONTRIBUTORY
STAKEHOLDER PENSION
SCHEME

THE SCHOOL

The Mill Hill School Foundation

Educating boys and girls from aged 3–18, seeking to equip them for life, both now and in the future.

Our four schools are situated in over 150 acres of magnificent grounds on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



MAIN DUTIES AND RESPONSIBILITIES

Reception:

- > To meet and greet school visitors, displaying courtesy, tact and warmth, in order that visitors are welcomed in a friendly and professional manner
- > Ensure the visitors log is accurate and that visitors are issued with badges
- > Answer the main switchboard telephone in a friendly and professional manner
- > Respond to personal enquiries efficiently and effectively
- > To book taxis for visitors

Administration:

- > Manage and distribute incoming office e-mail mails including parent e-mails
- > Manage the booking of on-site meeting rooms
- > Provide general clerical and administrative support as directed by the Office Manager including photocopying, filing, emailing, and sorting and distributing mail
- > To work with the Office Manager to update the Staff Handbook as required
- > To support parents' evening by producing staff name badges, desk plaques and door signs
- > Support the Travel and Transport Administer role during absence
- > Manage all post coming in and out of the Office
- > Manage the franking machine
- > Locate staff and pupils as required
- > Assist with managing lost property

General:

- > Participate in training and development activities and programmes, and attend and participate in meetings as required
- > Comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person, in respect of:
Child protection
Health, safety and security
Confidentiality, and
Data Protection
- > Perform any other duties as requested by the Office Manager as commensurate with the post
- > This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder



PERSON SPECIFICATION

Qualifications and Skills:

- > Excellent verbal and written communication skills, and strong stakeholder management skills
- > Strong organizational and planning skills
- > A creative mind with an ability to suggest improvements
- > Excellent time management skills and ability to multi-task and prioritize work
- > Experience of working in a fast-paced environment
- > Attention to detail and problem solving skills
- > Proficiency in MS Office (MS Excel, MS Word and MS Outlook) database packages and internet systems

Experience and Knowledge:

- > Previous experience in a similar administrative role level (minimum 2 years' experience)
- > Previous experience of working in a school environment (desirable)

Abilities, Skills and Attributes:

- > Ability to build and form working relationships with pupils, parents and colleagues, to work across operational boundaries
- > Be able to work well as a member of a team.
- > Demonstrate attributes of discretion, tact and diplomacy
- > Show initiative, drive and commitment to ongoing improvement
- > Be articulate and presentable
- > Be creative problem-solver with the ability to think ahead
- > Have good negotiation skills
- > Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- > Demonstrate a co-operative, reliable, customer responsive with a "can do" attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the school
- > Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- > Be able to work under pressure and meet deadlines whilst ensuring the delivery of a high standard of care



HOW TO APPLY

1

If you would like to apply for this role, please download the application form from the **School website**. Our Guidance Notes for Applicants can also be found on the website.

[View Online Page](#)

2

Your application form should be completed in full and returned to **hr@millhill.org.uk**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

3

Should you require any further assistance, please contact us via email **hr@millhill.org.uk**

The Mill Hill School Foundation and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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