

Job Description – School Receptionist (job share) required September 2017

St George's School

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 90 students. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA) and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

Role

The School Secretary/Receptionist will act as a first point of contact for the pupils, parents, staff and visitors. As part of this role, the Receptionist will also provide secretarial support. The post is a part-time, job share role with an existing receptionist and is term time only (32 weeks).

The School Secretary/Receptionist has the following duties, which are not exhaustive and will be the subject of periodic review:

- Welcome and sign in visitors upon arrival in reception, directing them as appropriate;

- Answer all incoming calls on the switchboard and transferring them to the appropriate person/department, taking messages and passing on if required;
- Log all pupil absences;
- Follow up any absences identified by the morning and afternoon registers; contacting parents if necessary to ensure all girls are accounted for;
- Make coach/taxi bookings;
- Update the School databases;
- Type and format letters;
- Provide general administrative support e.g. photocopying, filing, emailing, completion of standard forms, responding to routine correspondence, etc;
- Liaise with the other post holder to ensure matters are dealt with effectively;
- Assist the Headmistress's PA and Secretary to SMT with other duties as required.

The successful candidate will be computer literate and he/she will be expected to be competent in Word and Excel. Experience in databases is not essential as training will be provided on the School's database.

Person Specification:

Candidates should have experience of working as an administrator with a confident and polite telephone manner and the ability to communicate professionally, cheerfully and politely at all levels. He/she will be the first point of contact for visitors and parents and their manner and personal appearance must reflect the high standards expected at St George's. It is important that the individual is organised and capable of responding effectively and promptly to issues and able to work under pressure. The applicant should have empathy with the aims of independent education. He/she should have the ability to use their own initiative and have a flexible approach to meet the needs of the School.

Terms of Service

1. **Start date:** September 2017
2. **Remuneration:** The pay for this term time position will be £10.86 per hour. You will be paid for 35 weeks per annum plus 3.7 weeks to cover the statutory holiday entitlement; salary will be paid in twelve equal instalments across the year.
3. **Hours of work:** This is a term time only position and is a job share vacancy for which the hours are 8.00 am to 5.30 pm working two days one week and three days alternate weeks (alternate Wednesdays and every Thursday and Friday) although there may be

the option to work Thursday and Friday only. You will be expected to work one day at the end of each term and there may be a requirement to work on Saturday Open Days periodically (for which the normal hourly rate will be paid). You will be provided with lunch free of charge on each working day and there is a one hour unpaid lunch break. Bank holidays occurring in term time will be considered normal working days.

4. **Probationary and notice periods:** The first twelve months of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be two weeks, increasing to one calendar month by either side on the successful completion of the probationary period.
5. **Pension:** The successful candidate will not be eligible to be auto-enrolled in the School pension scheme at this time.
6. **Facilities:** Lunch is provided during term time. Members of staff can use the school's sports facilities at allocated times.

Disclosure and other pre-employment checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available on request from the school (office@stgeorges-ascot.org.uk). The supplied references will be taken up and the school may approach previous employers for information to verify particular experience or qualifications. The successful candidate will be required to complete a medical questionnaire.

How to apply

Letters of application together with the completed application form must reach the school by **4 pm on Monday 31 July** and be posted to: **Mrs Jacky Witt, PA to the Headmistress, St George's School, Wells Lane, Ascot, SL5 7DZ. Applications may be submitted by email to jwitt@stgeorges-ascot.org.uk**

First round interviews, including a short “in-tray” test in order to demonstrate the required skills will take place on **Tuesday 8 August** with final interviews on **Friday 11 August**.