



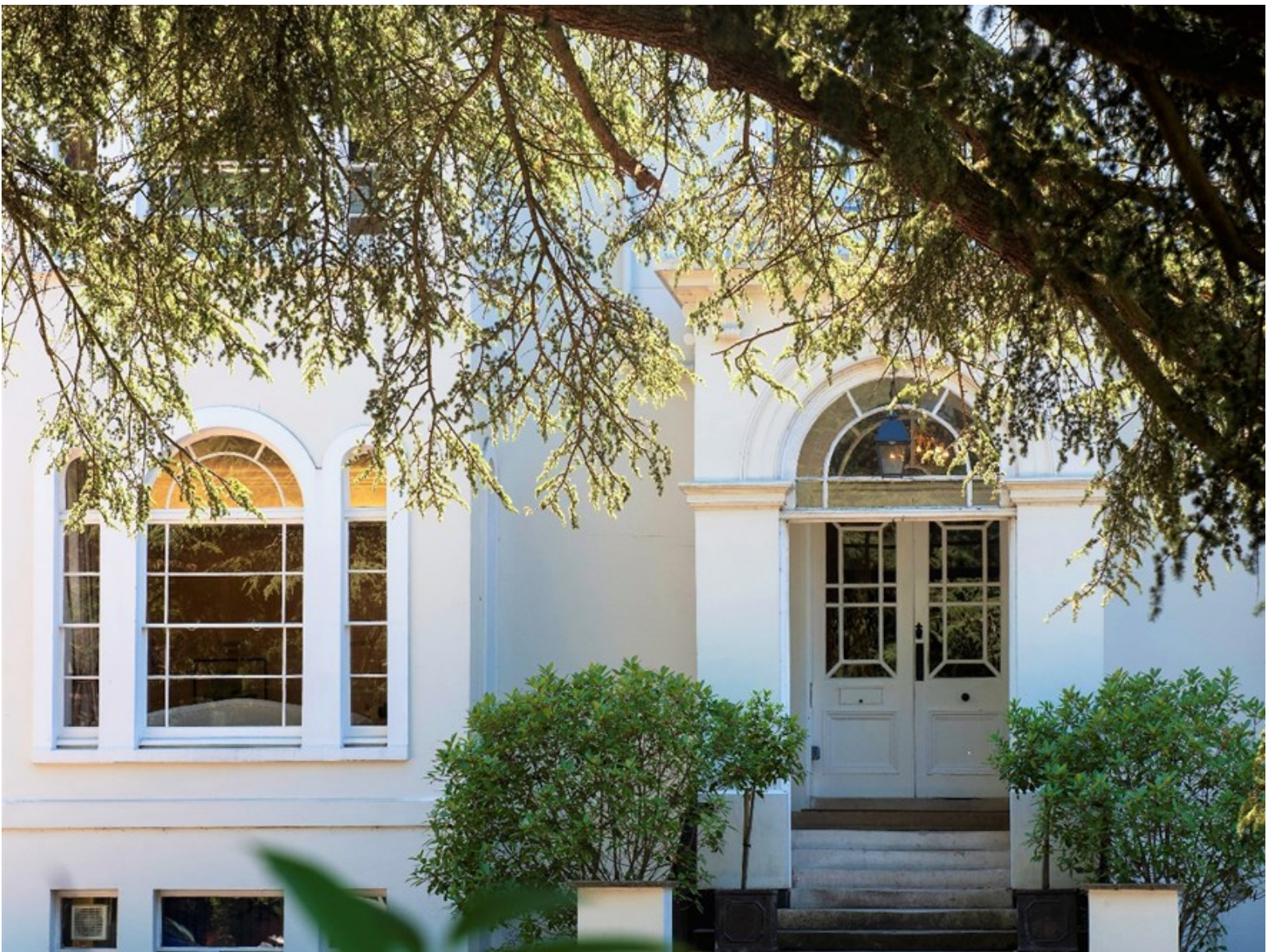
LAMBROOK

RECEPTIONIST ADMINISTRATOR

Information for Candidates

4 Days per week including Saturday and 1 late evening term time.

Plus 5 weeks during School holiday period (Monday to Friday)



Start Date—September 2024

The closing date for applications is Friday 28th June 2024

Interviews will take place shortly thereafter



LAMBROOK

CANDIDATE SEARCH

Lambrook seeks to appoint a Part Time Receptionist Administrator to be the first point of contact for all visitors to the School and to assist with general School Office administration.

Located on our main reception desk, working as part of the school office team, the successful candidate will ensure all visitors to Lambrook are greeted in a professional, warm manner. The individual will maintain the highest standard of conduct with visitors and will have naturally excellent communication and organisational skills. They will be immaculately presented and will be able to adapt to requests and situations as they arise. The skills that the candidate should possess include; being calm under pressure, being able to multi-task, rapidly developing and retaining an excellent knowledge of the School, as well as being able to work well with others within the Office Administration Team and the wider School community.

The successful candidate should be extremely organised with a high level of competency in Microsoft Office applications. Familiarity with iSAMS is preferred but not essential. The candidate will have the ability to work quickly and accurately, with excellent attention to detail, in a demanding and fast paced environment. Strong communication skills, flexibility and a proactive can-do approach are essential for this position.

Previous support experience within a school or other educational setting is desirable but not essential.

Appropriate training will be given.





JOB SPECIFICATION

- Be the first point of contact for all visitors to the School, extending a warm welcome to parents, Governors, visitors, contractors and delivery staff, ensuring all visitors sign in correctly and are directed to the appropriate location.
- Dealing effectively with telephone calls, transferring callers to relevant staff, taking and passing on messages as required.
- Word processing—routine correspondence, standard letters, emails, flyers and notices, sending emails via the school’s parent communication system (My School Portal).
- Taking meeting minutes when required.
- Assisting the Transport Supervisor when required using the Minibus Booking system (Vectare) and dealing with associated parent queries.
- Assisting with maintaining current information on the Parent Portal.
- Providing support for the School’s wider administrative needs as directed.

PERSON SPECIFICATION

- Have the ability to stay calm under pressure, remaining polite and courteous at all times
- Enjoy working as part of a team
- Be able to prioritise in a fast paced, dynamic environment
- Have a good sense of humour
- Be able to adapt to the change in demands and conditions
- Have excellent attention to detail
- Have an understanding of the importance of good visitor experience
- Be able to use their own initiative
- Have good interpersonal and organisational skills
- Have good knowledge of the Microsoft Office suite
- Experience of iSAMS is an advantage
- Have excellent communication skills
- Maintain discretion and confidentiality at all times
- Must enjoy working with children
- Have an understanding of Lambrook’s brand, profile and reputation



FURTHER PARTICULARS

	Essential	Desirable
Qualifications	A good academic background	Formal secretarial training RSA or similar typewriting/word processing qualifications
Experience	Experience of developing and maintaining administrative systems electronically and in hard copy format	Experience of working in the Education sector
Skills	IT literate including MS Office; Accuracy and attention to detail with all administrative tasks; Strong written and verbal communication skills; Ability to communicate effectively with all School stakeholders; Keeper of clear and methodical records; Excellent organisational skills; Ability to effectively prioritise time and work	Experience with iSAMS
Personal attributes	Able to work unsupervised and use initiative; Respectful of confidentiality; Attention to detail in all aspects of work and personal presentation; Polite and courteous; Proactive and able to solve problems	

This is a part time position working 4 days a week including Saturdays during term time (33 weeks) and 5 weeks Monday to Friday during the school holidays.

Term-Time Hours of work

During term time, 2 days—8am to 6pm, 1 day—9am to 7pm and Saturday—8am to 5pm.

Holiday Time Hours of Work

During the school holidays (approximately 18/19 weeks per academic year) you will be required to work 5 weeks (exact weeks to be agreed with the School Office Manager and Bursar to work around other team members holiday). The hours during school holiday time are Monday to Friday, 8am to 3pm.

In addition, all staff are required to attend Inset days (8.00am – 3.00pm). These dates are published in advance.



LAMBROOK

THE APPLICATION PROCESS

- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph and supporting letter addressed to the Headmaster (no more than two sides of A4). The application should offer a personal insight into the skills and aspirations of the candidate and sent via HR@lambrookschool.co.uk
- Selected candidates will be invited for an interview, tour of the school and take an administrative 'in-tray exercise'

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications that are relevant to the position
- A check at the Department for Education Barred List and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education
- Satisfactory receipt of two (minimum) employment references—including current employer
- Completion of probationary period

