



LOUGHBOROUGH  
Amherst School

# The foundation of a rewarding career

THE LOUGHBOROUGH SCHOOLS FOUNDATION







THE  
**LOUGHBOROUGH**  
Schools Foundation

We believe, with some justification,  
that there really is nowhere  
quite like the Loughborough  
Schools Foundation.



**LOUGHBOROUGH**  
Amherst School

Boys & Girls 4 - 18 years



**LOUGHBOROUGH**  
Nursery

6 weeks - 4 years



**LOUGHBOROUGH**  
Grammar School

Boys 10 - 18 years



**LOUGHBOROUGH**  
High School

Girls 11 - 18 years





We are a progressive, charitable Foundation comprising a Nursery, two complementary Prep Schools and three high achieving Senior Schools; The Grammar School for boys, The High School for girls and Amherst School, a non-selective, co-educational School, all sharing exceptional resources and one beautiful, extended campus in the heart of Loughborough.

Our Schools family embraces some 2,000 pupils and 750 staff engaged in giving and receiving an education to cherish.

An education where academic achievement is balanced by moral guidance, happiness, courtesy, opportunity and a tangible kindred spirit within which everyone is known, understood and valued.

Should you choose to apply for this important position, we look forward to welcoming you and helping you to discover more about the Foundation, its history and its future.



**LOUGHBOROUGH**  
Schools Music



**FAIRFIELD**  
Prep School

Boys & Girls 3 - 11 years









## LOUGHBOROUGH Amherst School

Founded in 1850, our school is steeped in history, while our ambitious educational philosophy prepares pupils for the future.

With the welcoming of boys into our Senior School from September 2019, we are Loughborough's only co-educational independent school for children aged 4 – 18 years. We are dedicated to providing an environment where every pupil has the opportunity for long-term academic, spiritual and moral development.

Our small class sizes, amazing ratio of teachers to pupils, individual care and flexible curriculum allows us to cater for a range of abilities in a way that more selective schools or a larger school can't always match. This is a distinctively warm and welcoming community within which everyone is known and loved. As one of our pupils so aptly put it, 'nobody is a nobody'.

We are a Catholic school in the truest sense, universal and welcoming of all, regardless of faith background. We are proud of our Catholic heritage, pedagogy and tradition. We seek to nurture in every pupil a concern for the world around them, compassion for others and a deep sense of wonder. Our belief is that education is about the whole person and that spiritual and moral reflection are central to a person's growth, flourishing and happiness.

Our pupils are and always have been our best advertisement. Confident but not arrogant; ambitious but not materialistic and well-equipped to face the worst and embrace the best that life offers.

It is a happy state which can only be attained if our teaching staff and wider support team are as ambitious, passionate and supportive as our pupils. If you can contribute to helping us provide a rounded education of the very highest quality, to a quite wonderful group of pupils and parents, we very much look forward to receiving your application.

## Loughborough and the East Midlands

Loughborough is a thriving university town of about 65,000 people (supplemented by 17,000 students in term-time) with a feel of a much larger conurbation. It has a strong sense of community and is very well provided for with amenities including two cinemas, museums, parks and a very wide range of shops and restaurants and a popular market on Thursdays and Saturdays. The three cities of the East Midlands (Leicester, Nottingham and Derby) are all half an hour away by car – less by train, and all include outstanding cultural and sporting venues. The town itself is surrounded by picturesque villages in the rolling Leicestershire countryside.

The East Midlands are extremely well connected to the rest of the country through an excellent network of transport links. Loughborough is 75 minutes by train from St Pancras in London, and the M1 lies only 3 miles from the town centre. East Midlands international airport is just to the North of the town. In addition, this is one of the rare regions in England where property prices remain at a relatively affordable level for teachers with young families.



## JOB DESCRIPTION

### PART TIME/TERM TIME - RECEPTIONIST

**Responsible To:** PA to the Head/Senior Deputy Head

**Key Relationships/ Liaison with:** Students, staff, parents/carers and customers

**Job Purpose:** To support the School by providing an efficient, courteous and welcoming Reception Service.

#### MAIN DUTIES AND RESPONSIBILITIES:

To operate a Reception Service that promotes a professional image of the School. Duties to include:-

- Process telephone calls and ensure appropriate action is taken.
- Monitor security access system allowing visitors entry to school site.
- Monitor visitors.
- Operate standard office equipment, e.g. franking machine and photocopier.
- Monitor main office inbox and respond to routine correspondence e.g. acknowledgements and requests for routine information
- Organise/distribute incoming post and franking/posting outgoing post. Take deliveries and ensure they reach the correct department.
- Ensure face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.
- If the Matron is not on site, call fully qualified first aider as required.
- Monitor student absence (via ISAMS online registration system) and contact parents where necessary. Liaise with staff re: problems and flag to KS Leaders, absences/ patterns of absence which cause concern. Ensure registers marked twice daily via ISAMS. Produce monthly hard copy whole school official register.
- Monitor ink/paper supplies for photocopiers and maintain stock levels. Call engineer when required.
- Monitor stationery for Senior School, Liaise with HoDs and place orders as required ensuring best possible prices are secured.
- Complete weekly ESPO order for all staff and distribute when received.
- Yearly stocktake of all paper/exercise books and liaise with HoDs for yearly order of departmental requirements.
- Assist with the implementation of School administration policies such as the student absence monitoring system, resolving queries and inputting of straightforward data on to the computer system.
- Monitor Book returns in Summer term.
- To carry out such other administrative tasks and duties as required by the line manager.
- Reception deal with booking out school mobiles and minibuses for trips.
- Ensure paper supplies and stationary cupboard remain stocked.
- Co-ordinate fire drill procedures and assist with lockdown procedures.
- Responsible for monitoring and maintaining sign in sheets for staff and pupils.
- This includes 16:00-17:00 based at the reception desk in the library.

## Person Specification

### RECEPTIONIST

	Essential	Desirable	How Assessed
These are the criteria on which the appointment decision will be made. The letter of application should address these criteria clearly.			
Knowledge of ISAMS an advantage, however training will be provided.		•	
<b>Personal Qualities</b> Warm friendly and outgoing personality and affinity with children. Able to remain calm, positive and friendly under pressure.	•		
<b>Skills and Knowledge</b> Familiar with Microsoft office suite and possess good spreadsheet skills. IT Literate and open to mastering new systems and processes. Able to multi-task, a good communicator and team player. Able to thrive within the unpredictable environment of a working school.	•		Test/App  Int Int  Int
<b>Experience</b> Experience of working in a busy environment	•		App
<b>General Circumstances</b> Attendance – evidence of regular attendance at work	•		
App – Application Form Int – Interview Pre – Presentation Med – Medical Questionnaire Doc – Documentary Evidence (EG Certificates) Test – Test			

## BENEFITS

- Working on a green and comfortable campus
- Car Parking
- Use of the Schools' Sport facilities
- A complimentary lunch during term time
- Employer contributing pension scheme
- Employee Assistance Programme

## HOW TO APPLY

To apply, please visit <https://lsf.org/careers/vacancies/> and complete the online application form. You need to include your full employment history (including any gaps in education/employment).

The 'Supporting Information' section on the form should be completed as fully as possible and details of two referees are required.

If you have any questions please contact HR: [recruitment@lsf.org](mailto:recruitment@lsf.org)

We look forward to hearing from you.

*The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation may carry out online searches on shortlisted applicants.*

*The post is exempt from the Rehabilitation of Offenders Act 1974. The Foundation is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children*



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