



LAMBROOK

RECEPTIONIST ADMINISTRATOR

Information for Candidates

4 Days per week including 1 late evening (7pm finish) and alternate Saturdays



Start Date—Depending on Availability

The closing date for applications is Wednesday 8th November 2023

Interviews will take place shortly thereafter



THE SCHOOL

Lambrook is a thriving Prep School for over 600 boys and girls aged between 3 and 13, situated in 52 acres of beautiful Berkshire countryside. The School offers an enriching and exciting experience for each child, equipping and inspiring them ready for the next stage of their educational journey and indeed, life beyond.

The School comprises of a Nursery and Pre Prep for children in the Early Years Foundation Stage and Years 1 and 2, and a Prep for children in Years 3 to 8. Lambrook offers weekly and flexi-boarding for boys and girls from age 7 to 13. There is a thriving boarding community where pupils can board anything from five nights a week to one night every so often. Boarding is seen as a happy extension of Lambrook School life with 75% of the Prep School taking advantage of boarding in some way. With 95% of pupils going on to board at their future school, Lambrook offers a great opportunity to prepare pupils for this.

Lambrook has been rated 'excellent' in every area following its most recent ISI Inspection; which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as boarding provision and pastoral care. Lambrook has an outstanding track record in preparing its pupils to go onto the leading Senior Schools in the country, including Eton, Wellington College, Winchester, Charterhouse, Downe House, Rugby, Radley, Marlborough, St Mary's Ascot and St Edwards, Oxford. We are proud of our 100% pass rate for Common Entrance and a very generous spread of scholarships across all curricular areas.





A DISTINCTIVE APPROACH

Lambrook is a forward-thinking yet traditional school, with a strong Christian and family ethos. Founded in 1860, the School has a rich history of success and is proud of its reputation as one of the leading Prep Schools in the country. Lambrook is proud of the quality of the educational experience provided for all pupils.

With 52 acres of beautiful grounds, our own farm complete with bees, chickens, lambs and goats, an Orchard, woodland, 9 hole golf course, and endless sports pitches, our children have plenty of opportunities to explore, play, learn and of course, to get muddy! We are fortunate to have some of the best facilities in the independent sector at preparatory level; a 25 metre swimming pool, Astroturf, Hard Courts, a Diamond Jubilee Performing Arts Studio, Dance Studio and Sports Hall. 2019 saw the completion of our Queen's Building; a £6m new development which offers pupils a remarkable environment for ICT, academic learning, Art, Design & Technology and the Performing Arts.

"We say that we give our pupils 'the feathers to fly'. Along with the academic, we believe in the importance of other 'feathers' too, including a healthy 'plumage' of sport, music, drama, the creative arts, leadership programmes, expeditions with a purpose, charitable events that make a difference and so much more. Such feathers are essential in equipping children with skills such as inner confidence, learning to work in a team and valuing others, handling success as well as disappointment, building resilience, stepping out of their comfort zones, thinking outside the box, and in so doing creating 'whole' individuals who can influence society for the good. We know that with these feathers, our pupils will go on to take flight when they leave us and to soar into the next stage of their academic journey and indeed, their lives beyond." Jonathan Perry, Headmaster

Thanks to the generosity of its supporters, Lambrook has been able to offer so much more to pupils at the School. Since its founding as a school in 1860, Lambrook's campus has matured considerably, combining its historic architecture with an ever-growing list of state-of-the-art facilities. Such improvements have had a transformational effect upon the Lambrook community and Lambrook has been able to offer exceptional educational opportunities to all of its pupils. As well as embarking on some exciting new building projects, the school has also been able to provide an increasing number of bursaries to those who would truly benefit.





LAMBROOK

OUR PURPOSE

Since 1860, Lambrook has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Lambrook aims to keep a happy balance between the two.

During their time with us, we give our pupils the 'Feathers to Fly' so that when they leave us, they will spread their wings and will take flight; leaving Lambrook as confident, happy, engaging, independent and kind young people who are outward looking in all that they do.

Inspiring pupils from Nursery through to Year 8, offering the most outstanding breadth of educational experiences, encouraging academic intrigue and a desire to learn.

Nurturing and supporting all pupils through an outstanding level of pastoral care, empowering pupils to flourish and have healthy relationships with others within our vibrant and caring School community.

Providing pupils with an abundance of opportunities to discover, pursue and develop their skills, talents and interests.

Preparing our children for the next stage of their educational journey, developing the many 'feathers' necessary for their time at Lambrook, at their future senior schools and beyond.





LAMBROOK

CANDIDATE SEARCH

Lambrook seeks to appoint a Part Time (4 days per week) 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 an alternate Saturday during term time and 10 weeks working Monday to Friday during the school holidays.

Term-Time Hours of work

During term time, you will be required to work *4 days per week including alternative Saturdays. One late evening working until 7pm during the week is required.

*Alternate weeks: week 1—working 3 days during the week plus Saturday, week 2– working 4 days during the week.

Holiday Time Hours of Work

During the school holidays (approximately 18/19 weeks per academic year) you will be required to work 10 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 likely to be 4 hours per day Monday to Friday. Timings will be discussed during the interview stage and agreed on appointment. 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





WHAT OTHERS SAY

“They say they give children the ‘feathers to fly’ we say; they help them soar” “It’s pretty bucolic: we spotted children cartwheeling on the croquet lawn, racing around with cricket bats and swinging from old tyres hanging from the trees, sporting proper rosy cheeks and a healthy outdoorsy glow. The school is anchored around a pristine, grand white country house, with a nursery and pre-prep on site. There’s a sense of delicious freedom and fresh air”

Talk Education

“A short commute from Windsor (and easily accessible from London, thanks to a handy bus service), this co-ed, flexi-boarding prep – steered by the delightful Jonathan Perry, has it all. The 52 acres of grounds include an orchard, a small farm complete with chickens, bees and pigs, and a nine-hole golf course. The arts provision is particularly impressive, with the fabulous Diamond Jubilee Performing Arts Studio staging such productions as Shrek the Musical and Chitty Chitty Bang Bang. A grounding Christian ethos (with funding from the Lambrook Foundation) ensures that opportunities are extended to the wider community, through transformational bursaries and a partnership with a school in South Africa. And to top it all off, our Tatler insider whispers, the food is absolutely delicious!” **Tatler**

“If you’re lucky enough to visit the magnificent white Berkshire mansion that is Lambrook on a sunny day, it is a glorious site. And if you pick a day to see the school’s 52 acres of lush prime estate at their peak of green and pleasantness, expect to see children playing under distinguished trees, with the cricket pitch and nine-hole golf course (yes, really) looking like velvet and birdsong coming from every direction....Lambrook is a happy, dynamic and unstuffy prep school in an idyllic pastoral setting where children are educated to the best of their potential. Providing a fabulous range of opportunities to broaden horizons and instil new interests.” **Good Schools Guide**

“Parents love the facilities, the ridiculous choice of clubs and after-school options and the head gets a good report. Their children are happy, enjoy school life and are well prepared for life after Lambrook. There’s a lot to love.” **Muddy Stilettos**

