



Believe Without Limits

Part-Time
Receptionist /
Admin Assistant



Believe Without Limits

“EGA - a school without limits”

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.



Headteacher's Message

Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in north London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools in the Islington Futures Federation, as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley

Headteacher



Morning Part-time Receptionist/Admin Assistant
1 year fixed term in the first instance

Hours: 25 hours per week, term time only

Salary: Scale 3 spine point 5-7: £28,545.00- £29,412 per annum

Actual Salary: £17,674.46—£18,553.61

Elizabeth Garrett Anderson school is seeking to appoint an organised Receptionist to assist with the smooth running of our School Reception.

As Receptionist, you will provide an excellent first point of contact for parents, visitors and staff, dealing with telephone, e-mail and personal enquiries in a polite and professional manner.

You will also provide a general administrative service to support the smooth running of the school including drafting correspondence and reports, data inputting and filing, maintaining records and sorting and distributing incoming mail.

This is a very customer focused role and as such requires excellent verbal and strong organisational skills. Excellent ICT skills, including word-processing and data inputting and high levels of attention to detail are also essential.

The closing date for applications are: Sunday, 7th January 2024 at 18:00

Interviews will be take place week commencing: Monday, 15th January 2024

In line with KCSIE 20223 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

*Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. **This position is subject to a Disclosure and Barring Service check at Enhanced Level.***

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates

Job Description

Post title: Part-time Receptionist/Admin Assistant

Salary: Scale 3

Working hours: 25 hours per week 7:45am—12.45pm

Reporting to: Office Lead

Responsible for: Front of house

Purpose of the post: To provide a positive and welcome reception, both by telephone and in person, ensuring that visitors and callers of all kinds are greeted warmly and dealt with efficiently. In addition, to support the administrative team in word processing and other office duties.

Main duties:

1. To carry out the duties of a receptionist, dealing with enquiries both in person and by telephone, from a wide range of people including students, parents, staff, members of the public, governors, social services, police, child protection officers, the local authority and any other outside agencies;
2. To operate the telephone switchboard, taking accurate and informative messages for members of the whole school staff and ensuring that confidentiality is maintained.
3. To filter phone calls as appropriate, calling a person to check they are available to talk before connecting an external call;
4. To ensure that any confidential information regarding students is passed on accurately and that appropriate checks have been made beforehand
5. To ensure that all visitors to the school register with our electronic signing in system and issue an ID sticker- To ensure that the appropriate person is contacted when a visitor arrives.
6. Share in the planning and organisation and key events across the school, such as open days and parents evenings;
7. To greet and monitor visitors entering site via the reception gate or vehicle gate.
8. To alert DSL / senior staff if police or children socials services staff arrive on site without prior appointment.
9. To alert senior staff if concerned about any visitor who enters reception. To call lockdown by tannoy in the event of a serious emergency in reception.
10. To ensure that students who are leaving for appointments in school time are given an authorised absence pass that allows them to be out of school, checking their authorisation note before doing so, contacting the on call person or SLT if there is any doubt about the validity of the authorisation.
11. To ensure that staff sign out electronically when leaving the school site any time throughout the day.
12. To produce correspondence, documents and reports from handwritten documents and complete to agreed deadlines;
13. To provide administrative and support services as directed by the Office Lead and carry out any other duties which may occur within the administration of the school establishment;

Job Description

14. To keep the reception area tidy and welcoming;
15. To maintain up to date information on the office display screen;
16. To alert appropriate staff when leaflets / posters in reception need updating or replenishing
17. To support the student receptionists in their role.
18. To oversee the electronic filing system.
19. To preform reprographic duties as directed by the Office Lead
20. Administer First Aid as required and support with the administration of prescribed medication where required and in accordance with school policy and guidelines;
21. To promote the Federation;
22. Undertake training and professional development as appropriate and take an active part in identifying needs and sourcing training;
23. Commensurate with the level of the post holder and under the direction of the Office Lead or a member of the SLT, undertake such other tasks that may be required to further the efficiency of the school;
24. Ensure that all duties are performed in accordance with the schools policies and guidelines.
25. A willingness to operate the CCTV upon requests;
26. To support lettings and ensuring all safeguarding measures are met;
27. To ensure all the levels of consumables and school proformas stored in reception are maintained;

This job description is only a summary and cannot encompass every task. All employees are expected to undertake other responsibilities as directed by their line manager.

Person Specification

E = Essential D = desirable

Qualifications and training:

1. Qualification in the field of administration (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

Knowledge and experience:

1. Experience of working in a school setting (D)
2. Experience of working in an office environment (D)
3. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
4. Good ICT skills (E)

Personal skills and qualities:

1. Excellent written and verbal communication skills (E)
2. Ability to work to deadlines and prioritise effectively (E)
3. Ability to work with a wide range of people (E)
4. Ability to operate a telephone switchboard (E)
5. Ability to present a friendly and welcoming face whatever the pressures (E)
6. Ability to word process documents speedily and accurately (E)
7. Ability to work on your own initiative and as part of a team (E)
8. Ability to use your initiative to solve problems (E)
9. Willingness to work flexible hours when required (D)
10. An excellent record of attendance and punctuality (E)
11. Understanding and commitment to the aims and objectives of the Islington Futures Federation, the Teaching School and School (E)

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Why work at EGA?

Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual **staff survey**.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services

Remuneration and financial support

- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.

Selection Process and additional information

Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

School Visits

School visits are highly recommended and can be requested by emailing admin@egas.org.uk

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing admin@egas.org.uk

References

We will obtain references from your referees if you are successful for interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Safeguarding

EGA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



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