

Job Title: RECEPTIONIST/ADMINISTRATOR

INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





RODBOROUGH SCHOOL

As a school we are dedicated to **#UnlockingPotential within every child**. We value the contribution that all our staff team make to Rodborough and recognise that everyone who joins us contributes to the experience our students have. We are looking for team players who are dedicated and committed to continuous improvement and professional development.

Rodborough has undergone significant development since joining the Weydon Multi-Academy Trust. With the Trust's support, the school has seen remarkable progress, reflected in impressive academic achievements and a focus on creating an inspiring environment for both students and staff.

The school has undergone substantial refurbishment, including the transformation of its classrooms, the introduction of a new catering area, a modern staff room and the rollout of a new uniform. These improvements reflect Rodborough's commitment to enhancing the learning experience for students and creating a positive school culture.

Rodborough is known for its strong pastoral curriculum, underpinned by the 5Rs: Respect, Resilience, Responsibility, Resourcefulness, and Reflection and its commitment to excellence. The school is also recognised for its work supporting autistic students in a mainstream environment.

The school's academic performance continues to excel, with a 2024 Progress 8 score of 0.5, and in the same year, Rodborough was ranked 33rd in the country for most improved schools. The school's results were also highlighted in the *Sunday Times Parent Power* and ranked in the top 5% for History, RE, and Geography, and 65th nationally for Progress.

Looking ahead, the school is excited about plans for further refurbishments and the development of more state-of-the-art facilities. Embracing AI and other cutting-edge technologies makes this an exciting time to join the school, as we continue to innovate and grow. With school trips to Austria, Iceland, Germany, France and eSwatini amongst others we provide students and staff with enriching opportunities outside the classroom.

We are looking for dedicated team players who align with our values and are committed to making a positive impact on students' lives. Joining Rodborough means becoming part of a dynamic and forward-thinking community dedicated to excellence, both in academics and personal development.

Yours faithfully,

Emma Hunston, Principal

REASONS TO WORK AT RODBOROUGH

We want everyone who works here to feel valued and supported and for Rodborough to have a positive impact on all areas of your life. There are a variety of new and existing initiatives that you can benefit from as a member of Rodborough staff, below are just a few of these:

Health

- Westfield Healthcare plan which allows staff to claim cash back on dental, optical and therapy treatments.
- 24hr Counselling and Advice Line
- Employee Assistance Programme inc. 24/7 virtual GP, Health checks and Wellbeing Services.
- Free use of the Fitness Suite at specified times
- Two wellbeing days per year

Money

- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)
- Death in service benefit
- Cycle to work scheme
- Free car parking

Work

- Staff social areas with free tea & coffee
- Appraisal scheme
- Professional development opportunities
- Excellent working environment
- Opportunities to collaborate with colleagues across the Trust.
- All SLT teach to spread the load and stay firmly 'in the game'. This includes the Principal.
- Staff co-plan and share resources
- Open door policy to support teaching and learning based on professional curiosity
- A fully centralised behaviour system allowing for disruption-free learning

Life

- Free access to Westfield Health portal including online advice and support and access to free counselling
- Enhanced maternity/paternity and holiday allowance
- Paid time off for Carers/Dependents
- Flexible and part time working supported



JOB SUMMARY

We are seeking to appoint an exceptional, organised, skilled and compassionate Receptionist/Administrator to manage reception duties and provide administrative support. This dynamic and fast-paced role demands a high level of autonomy in scheduling and workload management. This is a critical role in a busy department. The successful candidate will be calm, understanding and approachable with a keen eye for detail. Relevant training and experience in this area would be advantageous but not essential as full training can be provided.

Our associate staff are vital to ensuring that our students achieve their full potential and become confident, resilient and compassionate individuals who can make a positive contribution to society. We believe that you should be supported too, with all the opportunities you need to develop your career and achieve your goals. This is an exciting time to join Rodborough and be part of an exceptional team.

Strategic purpose

To provide a welcoming, friendly and efficient service to the school, work with the Administration team on the switchboard and in the reception area to ensure efficient and effective communication. To undertake a range of administrative duties in support of the school staff.

RECEPTION

- Operate the school telephone switchboard, and deal with routine queries as appropriate.
- Make telephone calls on behalf of the Principal and staff.
- Welcome visitors and respond appropriately to their requests.
- Deal with routine queries in accordance with established policy and practice.
- Ensure where appropriate, visitor's DBS documentation is checked.
- Checking emails and dealing with queries arising.
- Receive deliveries and direct Estates staff to ensure parcels are delivered to the right place in a timely manner.

ADMINISTRATION

- Whole school reprographics
- Manage the booking, stocking and use of all meeting rooms.
- Manage the bookings for both school minibuses.
- Ensure that correspondence prepared on behalf of the staff is produced promptly and in accordance with the school's adopted 'house style' and that other documents are prepared to a high standard and distributed within required deadlines and in accordance with normal procedures.
- Prepare whole school documents in particular, information booklets for staff and parents.
- Produce mail merges from various databases including Arbor, Excel and Word.
- Create and maintain spreadsheets
- Produce reports, timetables and other information requested by staff.

GENERAL REQUIREMENTS

- To carry out all duties in accordance with School Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate
- To comply with operating policies and procedures as issued from time to time, particularly the School's Safeguarding Policy
- To positively contribute to the performance management process and to the job holder's own personal development – particularly in respect of CPD
- To carry out any other duties that might reasonably be required from time to time according to the needs of the school

ADDITIONAL DUTIES AND RESPONSIBILITIES

- To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection matters
- First Aid as required
- Admin as required
- Back up for other roles as required
- Ad hoc duties as required



SKILLS & ATTRIBUTES

- **Confidentiality and discretion:** With sensitive information.
- **Making things happen:** You will need to be super organised, effortlessly juggling multiple priorities.
- **Calm under pressure:** Clear and thoughtful communication, with that perfect mix of compassion and assertiveness.
- **Always one step ahead:** A proactive mindset is essential, anticipating needs and thinking strategically.
- **Adaptable and independent:** A positive, can-do attitude, keeping calm in a fast-paced environment, flexible and easily shifting gears when necessary.
- **Experienced:** With previous proven experience in a solution focused, problem solving role.
- **A team player:** With strong interpersonal skills to manage relationships across all levels.
- **Dress code and attitude:** Smart professional business attire and a positive attitude
- **Confident:** First Aid qualified (desirable – training can be provided)

TRAINING

Training will be provided in school and externally, if deemed necessary to the role.

GENERAL NOTES

This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.

“I think all the staff have been incredible - they’ve really made the children feel welcome and focussed on their happiness, and as a result E. loves going to Rodborough and looks forward to her school day every morning.”

Key Stake Holders:

The Rodborough School Community, including, Senior Leadership Team (SLT), parents, prospective families, governors, staff, students, alumni, community partners, national organisations and others in the Trust.

Salary: WMAT Pay Scale WA3 £23,662 - £25,356 FTE

Hours: Full Time/ Part Time (8.30am – 4.30pm), Term Time plus two weeks.

Line Manager: PA to the Principal

For all aspects of the role, it will be crucial to be a people person, someone who is flexible with their role and their working hours – to make it happen. This will suit someone with significant experience of multi tasking or of being in a proactive problem-solving role previously.

There is an expectation that all Rodborough staff members provide a modest contribution to the extracurricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to the invigilation and other areas of school life. This will evolve over time.





PERSON SPECIFICATION ESSENTIAL

Qualifications and experience.

- Experience of working in a fast paced environment.

Knowledge and Experience

- Ability to build and form good relationships.
- Strong verbal and written communication skills.
- Ability to work constructively as part of a team.
- Ability to problem solve, risk assess and initiate change process.
- Ability to improve own practice/knowledge through self-evaluation and learning from others.
- Ability to proficiently use computer software.
- Ability to maintain record systems both manual and computerised.
- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg child protection.

Personal Qualities:

- A diplomatic and calm approach and the ability to be empathetic when required.
- Ability to work in and promote the needs of a diverse community.
- Ability to maintain strict confidentiality of information received and processed as part of role.
- Ability to show initiative and to prioritise one's own work and work to tight deadlines.
- Able to work flexibly to support others and respond to unplanned situations.
- Efficient and meticulous in organisation and detail.
- Desire and commitment to enhance and develop skills and maintain knowledge of current practice through CPD.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the school's ethos, aims and its whole community.

DESIRABLE

Qualifications and experience.

- Experience of working in a school or similar establishment.
- Experience of working with children/young people.
- Experience of working with external agencies and other professionals.

Knowledge and Experience

- Understanding of resource management and auditing processes.



**Ranked 25th in The Sunday Times
33% 9-7**



FURTHER INFORMATION TERMS AND CONDITIONS

- Staff at Rodborough School are remunerated according to our own salary scales. Salary will be competitive and commensurate with qualifications and experience.
- This is a part-time role.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a Suitability to work with children: self-declaration form. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Rodborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Rodborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering our 5R's: Respect, Resilience, Responsibility, Resourcefulness and Reflection.

We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form** (which is available on our website) and send them with a supporting statement addressed to Ashleigh Deane as soon as possible and by **Monday 10 February 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Rodborough School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Eteach, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the PA to the Principal and sent (by letter or by email) to:

Mrs Ashleigh Deane
Rodborough School
Petworth Road
Milford
GU8 5AB
01483 411100
adeane@rodborough.surrey.sch.uk
www.rodborough.surrey.sch.uk



SCHOOL LOCATION AND DIRECTIONS

The Rodborough campus is an impressive estate situated in Milford, close to the historic market town of Godalming, close to the South Downs. We have easy access to a number of National Trust sites and benefit from extensive grounds and green space. With easy access to the A3, the school is also easily accessible by both public bus and train.

DIRECTIONS

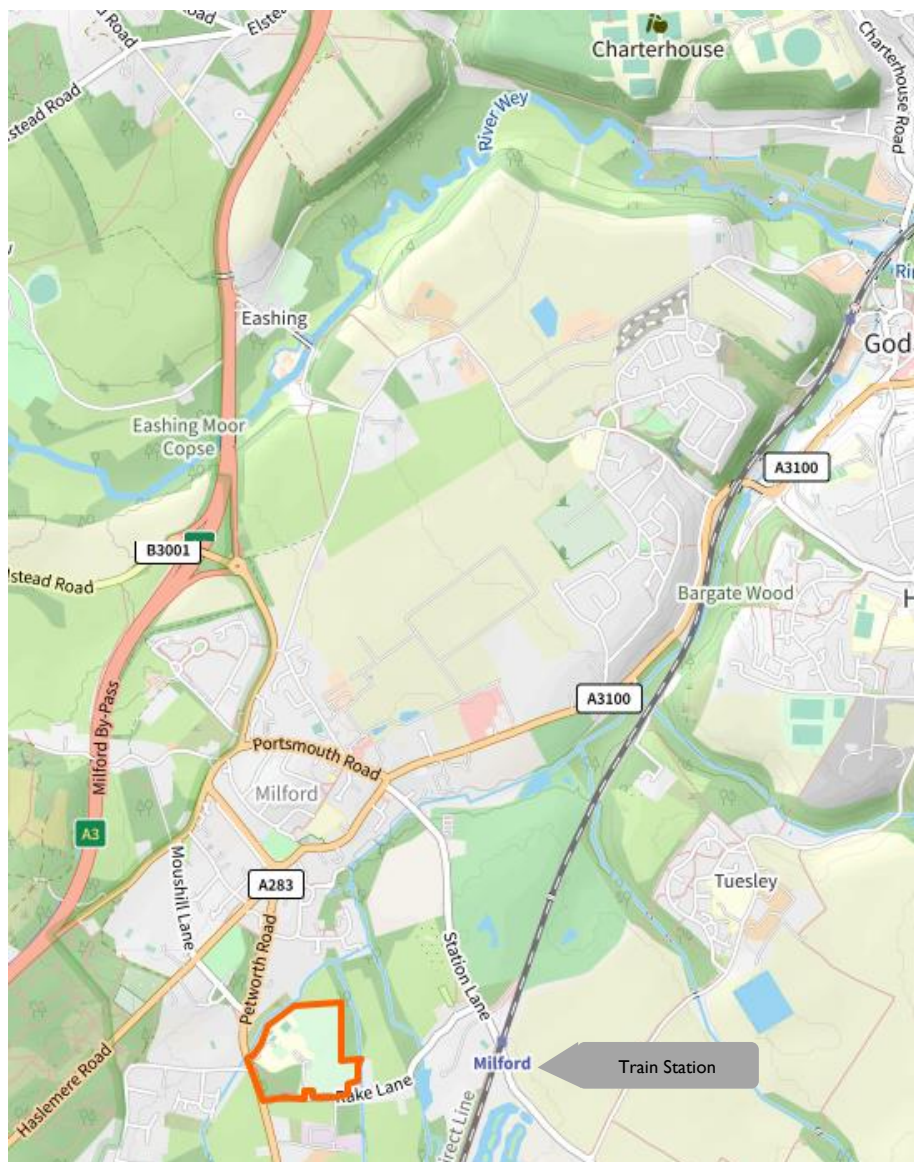
By Road

From the North, exit the A3 at the Milford Interchange, take the first exit onto the A283. Proceed straight over the first traffic lights and take the left slip road at the second set of traffic lights. At the roundabout follow signs for A283/Petworth Road and take second exit. Rodborough will be on your left immediately after the pedestrian crossing.

From the South, exit the A3 at the Milford Interchange, take the third exit onto the A283. Proceed straight over next roundabout and straight through the first traffic lights. At the second set of traffic lights take the left slip road, staying on the A283. At the roundabout follow signs for A283/Petworth Road and take second exit. Rodborough will be on your left immediately after the pedestrian crossing.

By Rail

Trains from London Waterloo and Portsmouth Harbour call at Milford Station. Exit the station and turn right up Station Road. Cross the road onto Rake Lane. A 10 minute walk will bring you Rodborough.



WHAT3WORDS baguette.value.jaws