



King Edward's

WITLEY

Job Description – Receptionist/Administrator

Overall Purpose

As first point of contact within the busy reception hub, the Receptionist/Administrator will provide first class customer service and a high level of professionalism to all visitors to the school and to all pupils and school employees, at all times remaining an excellent ambassador for the school. The Receptionist/Administrator will provide high quality administrative and reception support ensuring the smooth running of Reception.

Reporting to: The School Office Administrator

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Part time, term time only. Monday to Friday, 10.30am – 2.30pm (flexible).

Main duties and Key responsibilities

- Greeting all visitors, pupils, parents and staff (in person, by email and on the telephone) in a professional, friendly and prompt manner
- Maintaining a tidy and presentable reception and waiting area
- Support and/or cover the Porters Lodge if necessary
- Managing the School's telephone switchboard, programming alterations and arranging for problems to be rectified

Administration

- Responsibility for postal distribution in a timely manner
- Recording and checking incoming post and Royal Mail deliveries, arranging onward delivery within the School, storing tidily and appropriately at all times and ensuring the security of items
- Ensuring that all larger items are delivered to the Porters Lodge and distributed accordingly
- Assisting both administration and academic staff with administrative and other tasks as required
- Managing and organising the pigeon holes in the Staff Common Room and the Post Room
- Organising outgoing post, including franking so that it is ready for collection by Royal Mail
- Organising mail outs for various departments within the School
- Handling and processing external examination papers and liaising with the Exams Officers accordingly.

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Finance/purchasing

- Hold a school credit card, making purchases on behalf of departments as necessary
- Managing the franking machine, re-charging departmental use and ensuring appropriate use at all times
- Ensuring correct procurement procedures are followed; processing orders for all departments, providing within budget, passing invoices to the Accounts department, (for both King Edwards' (KESW) and Barrow Hills School)
- Receive monies and provide the supporting paperwork to the Accounts team on a daily basis
- Be able to pay out authorised petty cash through the main float. To produce a balanced petty cash summary to the Accounts department as required
- Ordering aspects of the School's stationery and printing within budget

Transportation

- Maintaining the register of vehicles permitted to park, issuing permits and carrying out periodic checks
- Co-ordinating and agreeing transport bookings including minibus' /coaches, as well as liaising with Barrow Hills regarding their minibuses

Health and Safety

- Updating and maintaining the fire register for the designated area, as well as taking the register and reporting to the Fire Officer during an alarm

General

- Dealing with the vast array of day -to-day queries that arise in a busy boarding school environment.
- To maintain own continuing professional development
- To maintain appropriate confidentiality of information relating to the School and its employees and maintain compliance with the Data Protection Act
- To adhere to the School's Health, Safety and Environmental Policies at all times
- To actively promote the School's Safeguarding Policy and beware of personal responsibilities
- To carry out any other reasonable duties as required by the School Office Administrator

Person Specification

Essential

- Excellent, proven standards of customer care
- Previous experience in a reception and customer-facing role
- Friendly personality with a good sense of humour
- Sympathy with the ethos and aims of the School and of the Foundation
- Excellent IT skills, particularly the use of Microsoft Office packages, Word, Excel, Explorer, PowerPoint and Outlook
- Educated to GCSE C Grade or equivalent in English and Mathematics
- Excellent verbal, written and numeracy skills with attention to detail
- Self-motivated with the ability to work on own initiative

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- Ability to manage workload and at times conflicting priorities as well as tracking progress on a wide range of tasks
- Ability to prioritise, organise and work to deadlines with a 'can do' attitude
- Excellent interpersonal and communication skills, be that written or oral
- A discreet nature, able to retain the confidential matters relating to the School, its pupils and its employees
- Unflappable and highly flexible, a good team player
- An appreciation and dedication to the importance of the safeguarding agenda
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular

Desirable

- Experience within the education sector
- Knowledge of the legislation regarding schools related to the role of the post holder
- Knowledge of GDPR

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education. In 2017-8 the foundation provided support to over 70 pupils to attend the School.

King Edward's Witley is a co-educational boarding and day school for around 400 pupils, around 55% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 30% of pupils are from abroad, from over 40 different countries. There is a Sixth Form of generally more than 100 pupils, most of whom go on to universities, including Oxford and Cambridge. The School is, and intends to remain, lightly selective. The curriculum is deliberately broad and suitable for pupils who encompass a wide range of abilities. The School offers the IB Diploma alongside A-levels to allow pupils to pursue different routes through the post-16 curriculum. We are proud of our heritage and longstanding engagement with the City of London through the Bridewell Foundation, an endowment from which allows us to provide boarding places to pupils with a clear boarding need – our Foundationers. The Head is a member of HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined, especially as this is a new role to the School.

This job description will be reviewed as appropriate in consultation with the post holder.

Signature of Postholder: _____

Date: _____