



THE HIGH SCHOOL *of Glasgow*



School Receptionist / Administrator
Application Pack

The High School of Glasgow – A Snapshot

- The oldest school in Scotland, founded in 1124 as the Sang School of Glasgow Cathedral
- Over 114 clubs and societies with over 85% at both Junior and Senior School participating in two or more activities
- 5th Year pupils obtained an average of 5.02 Highers per pupil in 2019
- **Academic Excellence:**
 - National 5: 98.6% A-C with 81% obtaining grade A
 - Higher: 97.3% A-C with 78% grade A
 - Advanced Higher: 93% A-C with 69% grade A
- 967 pupils as at January 2021 (52% male and 48% female) all through 3-18 years school from Kindergarten to S6 with four qualified teachers in Kindergarten
- **Sporting Excellence:**
 - 1st XV Rugby winners of the U-18 Scottish Shield in November 2018 and the L200 Conference in November 2019
 - 1st XI Hockey winners of West District BP Cup
 - 1st XI Cricket winners of the XL Club (Scotland) Team of the Year for 2018
 - U15 Hockey winners of the Scottish Schools' Cup in 2018
 - U18 Boys' and Girls' Scottish Indoor Rowing Champions 2018
 - Current International representatives in: Athletics, Badminton, Cricket, Hockey, Inclusive Skating, Karting, Powerboating, Rowing, Rugby, Synchronised Swimming, Triathlon.
- **Musical Excellence:**
 - Twenty Two Grade 8 with Distinctions (ABRSM and Trinity) since 2019
 - Nine students in NYOS Junior Orchestra in 2019-2020 (almost 10%)
 - Five students in NYOS Senior Orchestra and Four in in NYOS Symphony Orchestra in session 2019-2020
 - Representatives across NYCOS Main, Boys' and Girls' choirs
- **Junior School Ships:**
 - Broughty Ferry
 - Campbeltown
 - Lizard
 - Longhope
- **Senior School Houses:**
 - Bannerman
 - Clyde
 - Law
 - Moore



School Receptionist / Administrator

Overall Purpose of the Job

To provide a professional administration, printing, and reception service for the Senior School. The duties provided by the job holder are varied and the exact split of these is largely dependent upon the time of the day being worked. Depending on the time of day, the priorities may vary between a focus on administration or on reception duties. The job holder should be competent and confident in each of these areas.

Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

Job Title – School Receptionist / Administrator

Department – Bursar’s Office

Reports To – HR Manager

Location - Senior School

This is a part time, term time role, with the successful applicant working from 1:00pm until 6:00pm each day. The salary will be circa £11,000 per annum.

Apply

Applicants should email their CV and a covering letter to vacancies@hsog.co.uk. **The closing date for applications is Sunday 5th June.**

Job Title	School Receptionist / Administrator
Reporting To	HR Manager

Principal Accountabilities

Main Duties

- **Reception:** to provide a professional first point of contact for visitors, parents and contractors in person and on the phone, dealing promptly and politely with calls and liaising with members of staff where appropriate. To also ensure that all visitors are signed in and out, for security purposes.
- **Attendance:** the bulk of this task is completed by the morning receptionist. To update the Schools' management information system (3sys) with absences and appointments, as advised by telephone calls and emails. The job holder may also be required to run reports on completed form registrations, check information against scheduled classes and seek additional information or clarification from teachers and parents as required and ensure that all attendance information is promptly and securely noted.
- **Administration:** to deal with mail throughout the day, to check and respond to emails, deal with interview room bookings and organise requests for taxis. The job holder is also required to manage the admin@ e-mail account, forwarding and responding to any emails.
- To deal with any parental enquiries throughout the day and deal appropriately with any incidents or issues which arise. This may include the recording of statements
- Support for the Rector's PA and Deputy Heads' Secretaries as required with the Rector's Guest invitations to various events by noting responses and also assisting with the return of trophies/shields for prize giving.
- Assist the General Office with the collection of money loaned to the pupils.
- To respond to assistance requests (by e-mail/phone or in person) from teaching staff and pupils, arranging and re-arranging work to deadline and providing timeous and quality ad hoc photocopying, laminating, stapling, printing of colour booklets and information sheets, binding and cutting services.
- To print and securely hold highly confidential materials such as examination papers.
- To effectively operate the photocopy machine(s) and liaise with the external photocopier company, Capital Solutions, regarding the photocopier fleet i.e. arranging repairs.
- Attending and contributing to the daily handover with the other job holder to ensure that all tasks are completed and key messages handed over.
- To work in the photocopying office on in-service days, or as and when required, where there is less need for reception duties to be completed, or when large print runs are needed.

Additional Administrative Tasks

- To issue tickets for Senior School productions, prize giving and carol services
- **Tempest Photography:** to deal with the administration of any photo proofs and orders
- **Groupcall:** to compile and update large recipient lists on a regular basis.
- **Duke of Edinburgh (DofE):** to assist with administration as required
- Administration: to collate, index and date files, type up documents and prepare mailings for Departments as required on an ad hoc basis.
- To carry out any other similar and appropriate duties as required by the Bursar from time to time.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Qualifications - Essential
<ul style="list-style-type: none"> • Educated to Standard Grade general or intermediate/GCSE level or with equivalent experience (SCQF Level 4).
Qualifications - Desirable
<ul style="list-style-type: none"> • Educated to National 5/Standard Grade general credit/GCSE level or with equivalent experience (SCQF Level 5)

Experience / Skills / Qualities - Essential
<ul style="list-style-type: none"> • Organisational and time management skills with the ability to juggle a variety of tasks, re-prioritising on a regular basis. • Experience working in an environment with both reception and administrative responsibilities and pressures. • IT skills – with experience of Microsoft Word, Excel and Access. • Excellent oral and written communication skills, with the ability to communicate appropriately with different people (children and adults) in person, over the phone or by e-mail/letter. • Ability to consistently act in a professional manner as the first point of contact for the School, demonstrating that they are approachable, patient, and adaptable at all times. • Ability to demonstrate that all matters are treated discretely and with full confidentiality at all times. • Experience of being meticulous with tasks, ensuring that all work is accurate and reviewed, even when tasks are completed in a pressurised environment.
Experience / Skills / Qualities - Desirable
<ul style="list-style-type: none"> • Experience of working in an educational establishment. • Experience of providing support to senior management.

Additional Comment

This document will be reviewed:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

The High School is committed to safeguarding and promoting the welfare of children. Applicants and job holders must therefore be willing to undergo child protection screening and safer recruitment checks appropriate to the post.

General Information

The High School of Glasgow is a vibrant, caring and high-achieving co-educational day school for pupils between the ages 3-18, which has been part of Glasgow's story since the 12th century. We aim to create a happy and nurturing community in which each individual is enabled to develop their all-round potential from the academic to sport, the expressive arts and beyond. Our young people are encouraged to develop a sense of responsibility and to pursue excellence in all their activities and opportunities.

Drawing upon our Christian heritage and being a school community open to all faiths and none, our ethos promotes the importance of positive relationships, seeking to foster an atmosphere of mutual tolerance and support, traditional values and a concern for others. We benefit from excellent resources, modern purpose built accommodation and having our playing fields on campus. High School pupils take a positive and enthusiastic approach to the opportunities before them and demonstrate great fun, creativity and energy in all aspects of their school life. In the end we wish to see them develop into well-rounded, confident, articulate and caring young people who will seek to make a difference in life.

The School was founded at Glasgow Cathedral in the 12th century, became the Grammar School of Glasgow under the control of the Town Council in the 15th century and was renamed the High School of Glasgow in 1834. In 1894 the Glasgow High School for Girls was founded. When education in Glasgow was reorganised in the 1970's, the Glasgow High School for Girls became a comprehensive school and lost its identity, and the High School of Glasgow was closed. The new, independent, co-educational High School came into being in 1976 on the day after the closure.

The School is housed on two sites approximately two miles apart on the north side of the city. There are 684 children at the Senior School, 283 at the Junior School - a total of 464 girls and 503 boys. The Rector has overall responsibility for the whole school; there is also a Head Teacher at the Junior School and a Head of Senior School. The modern buildings at the Senior School are set on extensive playing fields at Old Anniesland while the Junior School is situated in Bearsden in buildings that have been modernised and extended.

Junior School developments have included a special area for pre-school Kindergarten, a suite of rooms for Primary 1 and 2 children, refurbished Primary 4 and 5 classrooms and Art room, and at the Senior School a Drama Studio, a grandstand containing a refectory and multi-gym fitness centre, a new Information and Communications Technology building, a new state of the art Science extension, opened in 2008 as well as refurbished sporting facilities including five rugby pitches and two artificial hockey pitches, the most recent being an international standard water-based pitch as part of our on-site 23 acres of playing fields. In November 2017 a new Health and Wellbeing Centre was opened.

Since 1976, the High School has established itself in a manner that its supporters could barely have expected in the 1970s. Over £12m has been raised through a combination of resources, appeals and individual donations. Very few schools can have received such support from its former pupils, parents and well-wishers and we benefit from a very positive school and alumni community.

Through the High School of Glasgow Educational Trust we are able to support annually between 60 and 70 Senior School pupils with bursaries who would not otherwise be able to attend the school.

The High School has established itself as one of the leading independent schools in the country with a high demand for places and an outstanding academic record.

"Children who are happy, respected, secure and encouraged will do well, they will thrive. They will be open to getting involved, working hard and making the most of the opportunities and challenges around them. They will be open to doing their best in every circumstance and to developing a sense of responsibility for themselves and for the needs of others and the wider world.

Here at the High School we are firmly wedded to the belief that to nurture the whole child the values and ethos described above must be provided for within an atmosphere of tolerance, care and positive relationships. These values underpin all aspects of our daily life across classrooms, corridors, expressive arts, sport and beyond. They also allow our young people to have the opportunity to experience an all-round rich and supportive learning environment in which they can develop their potential to the full and are encouraged to aspire for excellence in all they do".

John O'Neill – Rector