



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



INFORMATION PACK

Receptionist

Closing date: Midday, Friday 11th October

Interviews: Week beginning 14th October

Oxford OX4 1DZ Telephone 01865 242191

Email: applications@mcsoxford.org · www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785



Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensure that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike

Receptionist

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

The Role

The School is seeking to appoint a Receptionist to provide a professional, efficient and friendly welcome to all visitors to the School. This will include providing assistance and administrative support to the whole school, including staff, pupils, parents and visitors. The post-holder reports to the Head Receptionist.

The main duties of the role will include, but not be restricted to:

- Supporting the Head Receptionist on the main School Reception, ensuring the environment projects the best possible image of MCS to all coming in
- Acting as the 'front-of-house' to all visitors, providing a friendly welcome, whilst ensuring School policy is followed regarding security of all callers
- Ensuring telephone calls are answered promptly and messages forwarded
- Distributing and receiving post, ingoing and outgoing
- Maintaining the database of locker keys, and issuing keys to pupils
- Receiving and distributing goods inward
- Assisting with mail-outs
- Distributing term diaries to staff and pupils
- Assisting with pupil registration
- Ensuring that all calls for assistance within the School community for Maintenance or IT are answered on a timely basis, logged on the School's Help Desk system, and removed from the log when satisfactorily completed
- Providing clerical support to colleagues whenever possible and appropriate



Person Specification

The successful candidate will be able to demonstrate:

- Proven experience in a similar role
- Reliability, resilience and stamina
- Accuracy and thorough attention to detail, as well as excellent organisational skills
- Excellent inter-personal and communication skills, along with a diplomatic and discreet approach
- Proficient use of Microsoft programmes, including Word, Outlook, Powerpoint and Excel
- The ability to maintain a high work-rate and to cope with a range of tasks and competing priorities
- Excellent command of written and spoken English
- A good telephone manner and ability to deal with visitors and callers in a calm and courteous way
- An enjoyment of working in the company of children, and of participating fully in the life of the School.
- A high level of personal integrity, honesty, and enthusiasm.

Previous experience within an educational environment would be desirable, but not essential.

We are looking for a team player with a positive, cheerful, and 'can-do' attitude.



Application Process

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be received by **Midday, Friday 11th October**. Interviews will be held week commencing Monday 14th October. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post. We will be conducting interviews shortly after the deadline for applications and will be in touch with successful candidates by telephone.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

Policies and Safeguarding

All members of School staff are expected to support the School's vision and objectives and to adhere to the policies set out in the Staff Handbook. There is an especial responsibility to support the School's Safeguarding Policy in respect of students: the School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We also require sight of relevant original ID documentation and degree certificate(s).

Remuneration and Other Benefits

This is a permanent, full-time post, working all year round, including holidays. The working hours are 08:00 to 17:00 hours Monday to Friday, with an occasional Saturday for events such as Open Mornings, etc, although this is not anticipated to be more than six or seven throughout the academic year. The holiday entitlement will be 30 days each year (with five days to be taken over the Christmas holidays) plus the normal UK public holidays.

The salary will be commensurate with the experience and qualifications of the successful candidate.



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Pension

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

School fee remission for the children of full-time staff who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

All staff are entitled to the use of School sports facilities when available. A free lunch is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with very limited parking. Staff are encouraged to use public transport wherever possible for their journey to work.

Additional Information

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.