

THE LONDON ORATORY SCHOOL

Seagrave Road, London, SW6 1RX

Telephone: 020-7385 0102 Facsimile: 020-7381 7676

The school is a Roman Catholic school in the trusteeship of the Fathers of The Oratory, London. There are 1330 pupils, 80 boys aged 7 to 10 in the Junior House receiving a specialist music education, 900 boys aged 11 to 16 in the first to fifth forms and 350 in the sixth form, including 80 girls.

We are looking to appoint someone as Receptionist during mornings in term-time and working in the Registry in the afternoons and during school holidays, providing secretarial and administrative support. The position is full-time and will be available from July.

Candidates should have a good telephone manner, be able to work and keep calm under pressure, have good IT skills, including Word and Excel experience, and be happy to work as part of a team.

Applicants must complete an application form which, along with further details, can be found on the school website www.londonoratory.org/vacancies. Applications made without a school application form will not be considered.

Applicants should submit a full application form naming two referees, to the Director of Finance and Operations by email (dfo@los.ac) by 9am on June 24, 2019. Interviews are scheduled to take place during the week beginning July 1, 2019.

RECEPTIONIST AND REGISTRY SECRETARY

OVERRIDING REQUIREMENTS

Terms of the engagement

The appointment is subject to the provisions of the Handbook for Non-teaching Staff.

The standard hours of the post are 37.5 hours a week (excluding a one hour mid-day break each day) from 7.45am to 4.15pm in term time and from 8.15am to 4.45pm during school holidays. This is a full-time position. The post holder will be expected to work such additional hours as may be necessary and reasonable to enable him or her to discharge effectively his or her duties. No additional payment will be made for overtime or irregular hours.

The annual leave entitlement is 25 working days (excluding public and bank holidays), to be taken at times agreed by the Procurator. The holiday year starts on 1st April. Holiday entitlement increases to 27 days after five years' service and 30 days after 10 years' service. Registry staff are asked to take their holidays during school closures.

During term time (38 weeks per year) the post holder will work on Reception from 7.45am to 1.00pm and, following a lunch break, will work in the Registry from 2pm to 4.15pm. The person appointed to this position will dovetail with a current employee who will work in the Registry in the morning and then on Reception in the afternoon, until 5.45pm.

During School holidays the post holder will work in the Registry throughout the day (from 8.15am to 4.45pm).

Job title

Receptionist and Registry Secretary

Salary

£21,000 - £22,000 per annum, depending on experience, to be paid into the employee's bank account in twelve equal payments on the last working day of each calendar month.

Responsible to

The Pupil Registrar

Accountable to

The Director of Finance and Operations

JOB DESCRIPTION

GENERAL REQUIREMENTS

The Receptionist and Registry Secretary is expected to have a good working knowledge of ICT and to be familiar with appropriate computing and IT procedures, including word processing (Word) and spreadsheets (Excel), databases and use of the Internet, and to keep up-to-date with developments in these areas.

The job requires a good telephone manner, the ability to work and keep calm under pressure and to deal with the multifarious visitors to the school.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities set out here are not exhaustive and may be changed or added to in the light of subsequent developments and the best interests of the exigencies of the school.

PARTICULAR RESPONSIBILITIES AND DUTIES

RECEPTIONIST (Term time, 7.45am to 1pm)

The responsibilities and duties of the post:

SWITCHBOARD

- 1 Responsible for answering all incoming telephone calls and advising them through to the appropriate person or taking messages as required.
- 2 First thing in the morning, switch over to the day service, listen to the voicemail messages and deal with them as appropriate.

ATTENDANCE REGISTERS AND REGISTRATION

- 3 Work under the direction of the Pupil Registrar in respect of procedures associated with the registration of pupils' attendance at and absence from school, including making lists and summaries. Deal with pupils who arrive late for school or who have an exeat. Keep register folders neat and tidy and stored in proper order. From time to time putting notes in the register folders.

HOMEWORK TICKETS

- 4 Support the Assistant Head with the administration of the homework ticket procedures.

VISITORS

- 5 Receive, welcome and direct visitors and guests and ensure that all visitors sign in and are issued with a visitor's badge.

SECURITY

Closed circuit security cameras and monitors

- 6 Check the security monitors and ensure as far as possible that no unauthorised persons enter the premises or buildings. Advise the schoolkeepers of any unauthorised persons entering the premises or buildings or of anything untoward which might be or lead to a breach of security. Advise the Site Care Manager of any failures of security cameras, systems or gates.

School gates

- 7 Challenge vehicles approaching the Seagrave Road entrance before allowing access to the site.

Keys

- 8 Keep various sets of keys secure and ensure that they are only handed to authorised persons.

FIRST AID

- 9 Notify a designated member of staff of anyone who reports to reception with an illness or injury. Assist pupils, as per the procedure, who come to Reception to take their medicine.

POST AND DELIVERIES

- 10 Receive and, where necessary, sign for the post and small parcels and packages and pass the items on to the appropriate person. Alert the schoolkeepers immediately about the delivery of large items. Pass the post to the Registry or distribute as appropriate, depending on time of arrival. Assist with folding letters and filling envelopes, as required.

PHONE CARDS

- 11 Maintain a small stock of phone cards for sale to pupils and staff.

PUPIL DISCIPLINE

- 12 Respond to incidents of misconduct by contacting the appropriate member of senior staff according to school policy. Keep a record of all behaviour incidents reported at reception.

FIRE ALARM

- 13 Should the fire alarm sound, usher out any visitors towards the playground. Collect all registers, the late list, exeat book, visitors' book, interview lists, pupil community service register, study leave list and take them to the playground for distribution to the appropriate member of staff. See attached procedure.

LIFT AND POOL ALARMS

- 14 Notify a schoolkeeper or senior member of staff immediately if either alarm sounds.

PARKING

- 15 Visitors and staff should not be allowed to use the parking spaces at the front of the school unless a prior arrangement has been made.

LOST PROPERTY

- 16 If an item has a name on it put a note in the register requesting that the pupil comes and reclaims it.

OTHER

- 17 Should there be a major incident in London refer to the Emergency Plan.

GENERAL

- 18 Ensure that the Front Entrance Hall is kept in a tidy and orderly way.

PARTICULAR RESPONSIBILITIES AND DUTIES

REGISTRY SECRETARY (2pm to 4.15pm in term time and throughout school holidays)

Some of these tasks could be undertaken during quieter periods on Reception in the morning

The responsibilities and duties of the post include:

- 19 Entering medical book entries on to Progresso every afternoon;
- 20 maintaining a comprehensive record of school journeys;
- 21 providing medical lists and contact details for school journeys;
- 22 signing in and out medicines for school journeys and curriculum games;
- 23 updating Progresso with new medicines
- 24 filing for all pupil records and assisting in the maintenance of pupil records;
- 25 assisting with school mailouts;
- 26 assisting the Pupil Registrar in admission and registration procedures;

- 27 franking and dispatching the daily post;
- 28 distributing the post during school holidays and in term time if it arrives late in the day;
- 29 providing a secretarial service to members of the teaching staff, including senior members of staff;
- 30 being responsible for the collation of information for and production of the weekly School Bulletin, usually on a Tuesday;
- 31 typing, recording and distributing pupil commendations and providing data for Housemasters as necessary, usually on a Thursday;
- 32 distributing and typing pupil references;
- 33 assisting the Head of Junior House with the organisation of Junior House events and providing secretarial support as necessary; and
- 34 answering telephone calls from Junior House parents and action as necessary.
- 35 During the school holidays, in particular the summer holiday, there are additional administrative tasks to be undertaken in conjunction with the other administrative staff.

OTHER DUTIES

- 36 Such other duties as the Headmaster (or a senior member of staff acting on his behalf) may reasonably require from time to time.
- 37 The successful candidate would be asked to become part of the team of eight first-aiders. Training would be provided if required.