



BEACONSFIELD HIGH SCHOOL

Recruitment Information

2021-22 Afternoon Receptionist – Part Time

Deadline application – 9th December 9am; Interview week commencing 12th December 2021

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Why work with us?

Thank you for your interest in applying for the position of **Afternoon Receptionist (Part Time)**.

This booklet will give you an insight into who we are, what makes us tick and why we think we are an exciting and inspiring place to further your career. You will play a key role in the leadership of our successful, ambitious and Ofsted Outstanding (2019) school.

Our school is a modern, diverse, inclusive and dynamic environment, a centre of excellence in and out of the classroom, and a happy community. At the heart of everything we do is respect – personally, for each other, for the environment and, of course, for learning.

Our community is vibrant, friendly and dynamic and we are proud of the open and supportive relationships between our staff and the students. Despite being a grammar school, we are not an exam factory. Creativity is not squeezed out in the push for the traditional view of academic success and our music, drama and art departments are thriving.

We are rightfully proud of the supportive and caring pastoral system that complements the wealth of learning and extra-curricular activities provided by the dedicated staff. Our common goal is to help our students grow and develop into successful young adults, with a pride in their school, and in themselves.

Staff retention is high. People enjoy working here and I have often heard new staff members say how invigorating it is to work in a school where the students want to learn and are hungry for knowledge!

I hope that what you go on to read will inspire y

Mrs Rachel Smith
Headteacher



About us

Situated in the Chilterns, 20 minutes from central London, Beaconsfield High is a girls' grammar school that has been delivering a highly successful academic culture for more than 50 years. Currently we have 1100 students on roll from Year 7 to Year 13.

We are proud to be a centre of academic excellence – see our latest exam results on page 5 - and we are one of only 45 schools nationwide to be recognised as an ***Exceptional School***. An award which exemplifies the excellence and uniqueness of outstanding schools, including the quality and consistency of teaching that Ofsted now expects.

Students are required to achieve the qualifying score in the 11+ examination and live within the designated catchment area in order to join us, and when they do, they come to us from a variety of different backgrounds. As one of only 13 grammar schools in the area, places are in high demand.

Our students are challenged by remarkable teaching standards and benefit from the attention and respect of highly proficient, dedicated and conscientious staff.





Leadership, respect, humility and morality, creativity and physical activity are just some of the additional life skills and behaviours that are taught on a daily basis.

These and many other aspects of school life were recognised in December 2019 when we were inspected by Ofsted and subsequently rated ‘Outstanding’ in all areas. The report states that pupils *“are fiercely proud of their school and of their own achievements”* and in terms of leadership, Mrs Smith is *“passionate about pupils’ entitlement to a well-rounded education... with the governing body and her senior leadership team, she has transformed the curriculum.”*

Inspectors noted that whilst learning is a priority, *“leaders and governors rightly give a high priority to pupils’ mental health”* which has been and continues to be a clear priority for the future plans of the school and its students.

Our Governing Body have also been awarded the prestigious ***Governor Mark***, a national award supported by the Department for Education and a recognised kite mark of good practice. It provides external evaluation of the quality of governance in a school and is an opportunity to demonstrate how a governing body strives for excellence.

2019 Results

88% **A* to B grades
at A-Level**



**10 places at
Oxbridge in
(2021)**



**14 students
studying medicine,
dentistry and veterinary
science (2021)**



48%

**Level 9-8 GCSEs
equivalent to A*
and higher**



70%

**Level 9-7 GCSEs
equivalent to A*
and A**



100%

**Level 9-4 GCSEs
in English and
maths**



42%

**A* or A grades at
A-Level**



70%

**A-B grades at A-
Level**

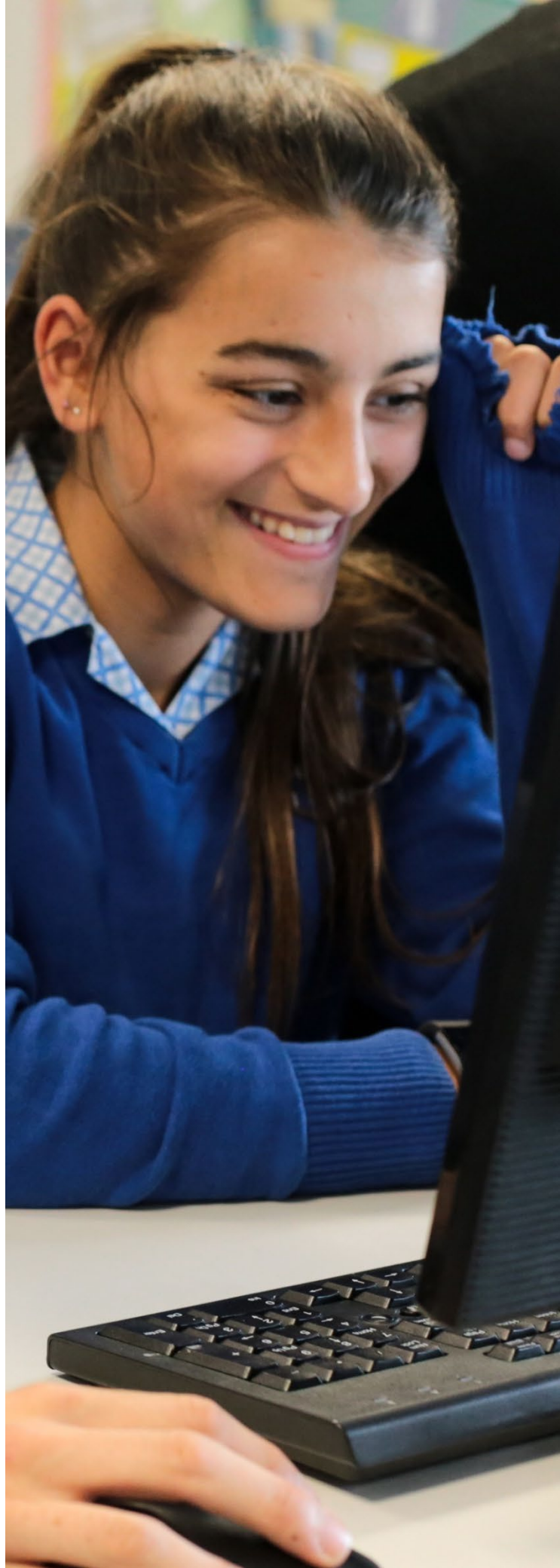
League tables have been suspended for the last two year in line with the Government decision. Therefore, we share with you a combination of the 2019 results and some 2021 data.

Our Vision and Values

Studying at Beaconsfield High School unlocks a child's future, providing the skills and aptitude to enable them to thrive in the competitive worlds of higher education and work.

Our curriculum intent is to support a happy, high achieving learning community enriched by the opportunity to discover talents and passions. We plan and build our curriculum so that academic knowledge, enrichment and life skills match the high aspirations of our learners and allow them to make the strongest progress over time. This will prepare them to be the best they can be in school, as citizens in their community and in their future.

We understand the pressures of studying in a high achieving learning environment. The reason '*happy*' is one of the first words in our Vision is because we try our hardest to help students and staff with strategies that allow them to understand why they feel so pressured and in doing so, find the skills to manage this pressure.



Student Leadership



At the heart of Beaconsfield High School is our passionate and creative learning community, which supports students in becoming happy, high achieving individuals.

Curiosity and ambition are fostered with unique attention from spirited teachers and staff; we are encouraged to work collaboratively and with initiative to expand our thinking and challenge ourselves.

Opportunities to experience the curriculum beyond the classroom environment abound, giving students the ability to fulfil their potential and approach the ever-changing future with confidence. From sports tournaments and drama productions to music concerts, debating conferences and lunchtime clubs, this school encourages students to broaden our horizons and dare to be remarkable.

Values of respect: for self, for others, for learning and for the environment, are strongly advocated, and we take pride in our community being inclusive, tolerant and welcoming of all.

I feel honoured to be a representative of such an outstanding school.

Grace Reynolds - Head Girl

Job description

Afternoon Receptionist (Part time)

Job Title	School Afternoon Receptionist
Salary range	Bucks Pay Scale 2.1 Part time – 12:30 to 17:00, Monday to Friday, Term time only
Line Management	School Office Manager
Purpose of the role	
<p>The School Receptionist will provide administrative support to the school, working flexibly across a range of functions.</p> <p>They will act as an initial point of contact for incoming phone calls, visitors, students, staff, and enquiries and, as such, must be well-presented with a professional, friendly approach.</p> <p>The School Receptionist will be an essential member of the Administrative Team and contribute towards the smooth running of the school. The successful candidate will work towards fulfilling the school's commitment to a high quality of service and will promote and embody the school's ethos.</p>	
Duties and Responsibilities	
<ul style="list-style-type: none"> • Providing receptionist service to the school, including: • To be flexible, pro-active and highly organised. • Welcoming, receiving, signing in and dealing with and directing staff, pupils, parents, school governors, school visitors and other stakeholders as appropriate • Managing the staff, student, parents and visitor school entry system • Operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate • Managing the school's main inbox, replying, forwarding messages and making appointments for staff as appropriate • Managing and publishing the school's daily staff and student newsletter (called Staff Digest and Student Bulletin), adding and removing content as appropriate • Receiving and sorting incoming mail for delivery to appropriate staff • Receiving parcels and deliveries • Recording, stamping and posting outgoing mail • Managing the meeting room bookings • Recording student achievements, issue and collate praise postcards etc • Maintaining records relating to staff car registrations • Routine word processing, as and when required • General clerical and administrative tasks such as photocopying, printing, faxing etc. • Reporting premises faults, damages, incidents and other occurrences to the school Premises Manager • Reporting equipment faults e.g. telephone and fax system etc. and other equipment to relevant companies which whom the school has service and maintenance agreements, including following up on and taking steps to ensure the faults are resolved in a timely manner 	

Job description

Afternoon Receptionist (Part time)

Duties and Responsibilities (continued)

- Ability to work under pressure, particularly in the event of an emergency situation where liaison with emergency services is required.
- To liaise with coach companies / County transport
- Willingness and flexibility to cover absences of morning receptionist

General Duties

- To maintain strict confidentiality with all data with due regard to GDPR regulations.
- To have due regards for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.
- Be committed to the school's vision and purpose.
- Attend and participate in relevant school events as required.
- To carry out any such task as shall be deemed necessary to the smooth running of the
- School.
- Attend and participate in staff meetings and training as appropriate.

Skills and Experience

Essential:

- To be flexible, pro-active and highly organised.
- Evidence of clear focused communication & active listening skills.
- Good command of English Language.
- Working knowledge of Microsoft Office packages.
- Pragmatic approach to problem solving.
- Genuine enthusiasm and the ability to work well within a wider staff team
- To work to deadlines in a calm and confident manner when under pressure.
- To use SIMS on a daily basis for school administration.

Desirable:

- Previous use of SIMS would be an advantage.
- Experience within education sector.

November 2021

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

Person specification

Afternoon Receptionist (Part Time)

KEY AREAS	ESSENTIAL	DESIRABLE
Experience and Knowledge	<ul style="list-style-type: none"> • Experience in working in busy office environment, preferably a school environment • Some supervisory or managerial experience. • Knowledge of IT systems, software packages • Experience in managing calendars, diaries and events • Experience in setting and working towards targets and deadlines • Studied to a minimum standard of GCSE or equivalent in Maths & English 	<ul style="list-style-type: none"> • Experience in working in school. • Knowledge and experience of managing a school MIS (SIMs). • Knowledge of educational systems and services
Technical Skills and Attributes	<ul style="list-style-type: none"> • Strong IT skills with the ability to learn new systems quickly • A good working knowledge of office management systems such as Microsoft Word/Excel • Strong organisational skills and prioritising. • Strong ability to use initiative with a solution focused approach. • Good communications manner • Confident and able to accept challenge in a professional manner. 	<ul style="list-style-type: none"> • Working knowledge of School systems
Personal Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written. • A friendly, flexible, professional and tactful approach, particularly when multi-tasking under pressure. • ‘Customer oriented’ and able to relate well to all adults and children. • Ability to maintain confidentiality. • Able to work in, manage and organise teams, delegating where necessary. • Ability to relate and motivate others and maintain positive, professional relationships • Ability to tackle difficult conversations and any difficulties arising with Parents, Public etc. • Manage priorities and meet deadlines. • Ability to work under pressure, remaining calm, deal with emergency services. • Ability to work in a noisy and busy environment and maintain efficiency. • Ability to professionally uphold the ethos and aims of the school and reflect this to visitors. 	
Other requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to the needs of the school. • Commitment to equality of opportunity • Willing to complete first aid training / fire warden training 	<ul style="list-style-type: none"> • First aid training • Fire warden training



Why work with us?

Beaconsfield High is a great place to work. Not only do we offer all the things you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff well-being and numerous staff training opportunities, we also offer those little extras that make life that much more enjoyable.

- **Secret Buddies** – you pick your buddy at the beginning of the school year and buy them two gifts/pick-me-ups from a list of preferences and interests per term for. In return another member does the same for you.
- **Christmas/ end of year socials**
- **Cakes at Break/ Birthday Club**
- **Good Eggs/ Christmas Stars** – staff nominated rewards for those colleagues who have gone above and beyond.
- **Government approved non-inset Academy Days** - non-working days in addition to inset days.
- Attend your child's primary school sports day.
- **Becky High Ramblers** - weekend walks ending with a pub lunch!
- **Travel to exciting places** - we offer a number of very exciting student trips both national and international, which staff are encouraged to join.
- **No Ofsted inspection until 2023!**

Pupils throw themselves into their learning and into the remarkable range of extra-curricular opportunities... in one pupil's words, there is something for everyone.

- 2019 Ofsted

There are endless opportunities here, the sky really is the limit!

- Student

Not only do staff strive to get the best out of my daughter academically, her happiness and mental well-being is of equal importance. We are so proud to be part of the Becky High community.

- Parent

The accreditation process has shown not only that Beaconsfield High School is an 'Exceptional School', but that it is also highly ambitious, forward looking and puts the attainment and wellbeing of students at the heart of all it does. The findings of the review demonstrate that it is held in high regard by all its stakeholders and the students themselves are its best ambassadors.

- Best Practice Network





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