



Application pack

Receptionist/Administrator

2.00-6.00pm, Monday to Friday, term time only (36 weeks per year)

I am delighted to provide an application pack for the role of part time Receptionist/Administrator at Guildford High School.

Founded in 1888 and located in Guildford, Surrey, Guildford High School is an academically selective day school for girls aged 4-18. Girls learn how to learn, how to think creatively and how to take responsibility for their work.

Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. Guildford High provides a highly stimulating and collaborative working environment and we seek to recruit and retain dynamic and inspirational teaching and non-teaching staff that share in our vision and commitment. I would encourage you to visit our website or view our latest film to find out more about our school: <http://www.guildfordhigh.surrey.sch.uk/> and <https://www.youtube.com/watch?v=eGqp3WRcEcg>

The application pack contains the following documents:

- Job description and person specification
- Terms and conditions of service
- How to apply and guidance for applicants
- Safeguarding and equal opportunities statements
- Application Form
- Applicant Monitoring Form
- Confidential Disclosure

Please ensure that you return your completed application form, applicant monitoring form and confidential disclosure to me via email: human.resources@guildfordhigh.co.uk no later than 16th February 2018.

Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or my colleague Maria Drew, on 01483 543 862 if either of us can be of further assistance.

Yours sincerely,

Susie Mooney
HR Manager

Headmistress: Fiona Boulton BSc (Hons), MA



Guildford High School
London Road, Guildford
Surrey GU1 1SJ
T: 01483 561440

Guildford High School - Job Description

Receptionist/Administrator

Reception

- Answering the telephone and ensuring all messages are conveyed to staff/pupils.
- Greeting visitors, issuing badges and briefing them on relevant policies, e.g. what to do in the event of a fire alarm.
- Supervising pupils signing in/out and updating registers accordingly.
- Receiving deliveries for staff/pupils as necessary.
- Providing support to pupils and First Aid if needed.

Administration

- General administrative duties, as required by support and teaching staff.
- Monitoring the franking and fax machines; dealing with post.
- Assisting with Fire Drills.
- Maintaining and updating a spreadsheet for staff parking; allocating parking spaces to visitors.
- Acting as 'Box Office' for in-house events; producing and issuing tickets.
- Hiring of Academic Dress for teaching staff at specific functions.
- Issuing lunch passes to pupils each term; issuing temporary passes on a daily basis.
- Responsible for ordering all stationery: weekly for support staff; once a term for Heads of Year (pukka pads); and the annual summer stationery order for teaching staff.
- Ensuring that stationery in the staffroom is topped up at all times.
- Annual ordering of Teacher Planners and Diaries.
- Managing of Recognition Board (updated weekly); this involves chasing tutors for nominations and producing formatted photos of all girls in years 7-11.

ICT Programmes/Software

- Extensive use of Microsoft Office (including word, excel, publisher, PowerPoint and outlook), in-house database and various other systems, including iSAMS and Clarion.

Working hours

The working hours for this position are 2.00-6.00pm, Monday to Friday (20 hours per week) term time only.

This job description is not intended to be all-inclusive and the post holder may perform other such duties reasonably required by the Headmistress

Guildford High School – Person Specification

Receptionist/Administrator

Applicants will already need to have the legal right to work and reside in the UK, and be able to attend an interview at Guildford High School.

Qualifications and Experience	<ul style="list-style-type: none">• A minimum of English and Mathematics GCSE grade A-C (or equivalent)• First Aid at work qualification (or ability and willingness to obtain, training provided)
Skills	<ul style="list-style-type: none">• Excellent oral and written English skills• Excellent telephone manner• Ability to communicate confidently and professionally with pupils, staff, parents and the public.• High level of administrative skills• Good MS Office skills, including good keyboard skills, mail merge and use of databases• Excellent organisational skills with the ability and flexibility to deal effectively with changing priorities
Personal qualities	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High levels of personal and professional integrity• High degrees of self-confidence, personal energy and dynamism• Personal warmth, good rapport with pupils, colleagues and parents• Appropriate levels of personal presentation

Guildford High School – Terms and Conditions Receptionist/Administrator

Contract type

Permanent, part time, term time only.

Salary

£10.77 per hour/£8,355pa (£21,000 FTE).

Hours of work

14.00-18.00 Monday to Friday, term time only.

Accountability

This post is accountable to the Office Manager and PA to the SMT

Preferred start date

19th March 2018

Benefits

A range of benefits are offered including staff development, contributory pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans, Tastecard and lunch is provided free of charge during term time.

Guildford High School – How to apply Receptionist/Administrator

A completed application form, applicant monitoring form and confidential disclosure for the attention of Mrs Susie Mooney, HR Manager, to human.resources@guildfordhigh.co.uk

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their qualifications and their right to work in the UK to interview and be aware that references will be requested prior to interview.

Closing date: 16th February 2018

Interviews will be held week commencing 19th February.

Guidance for Applicants

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that we require are provided.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

- It is advantageous that you complete this form in typescript. If this is not possible, please use black or blue ink as parts of the form may be photocopied.
- If any section does not apply to you, please write N/A.

The following notes are intended to assist you with the completion of the application form:

Current Employment

This section requests the details of your current employment. You should:

- Provide a brief description of the duties and responsibilities held during this employment.
- Include any duties that you consider to be of particular relevance to the position for which you are applying.
- Provide the name and address of your present employer.
- Provide details of your current salary or rate of pay.
- Indicate how much notice you are required to give to your current employer.
- If you are not currently employed, please mark the section N/A.

Employment History

- Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the most recent and working back.
- Include the dates of employment, a brief summary of your responsibilities in the role, your final salary and reason for leaving. Please do not include details of your current employment in this section.
- If you have any gaps in your employment history, please provide the dates and a brief explanation.

Education

Provide details of the secondary school(s) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

Further Education

- Provide details of the college(s) or university(ies) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.
- Please attach photocopies of documentary evidence of your qualifications.

Professional and Vocational Qualifications

- Provide details of technical, professional and occupational training.
- Provide details of relevant training, apprenticeships, articles, evening, full-time day or day release courses, correspondence courses or company courses.
- Please attach photocopies of documentary evidence of your training or qualifications.

Personal Statement

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the person specification for the role. Please limit this section to no more than two sides of A4.

Referees

- Please provide the details of two people who may be approached for a reference.
- If you are employed, one referee must be connected to your current employer i.e. your line manager.
- Where you have previously worked with children but are not currently doing so, please provide reference details in respect of the last employer for whom you worked with children.
- If you are a college or school leaver, please give details of a teacher or tutor.
- A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.
- Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
- Please note that references are requested prior to interview.

Personal Relationships

Please provide the name and position of any relative, friend or acquaintance employed or associated with United Learning, or if you have daughter at the school.

Declaration

Please ensure that you read this statement and that you sign and date the application.

Applicant Monitoring Form

Please complete this form to facilitate applicant monitoring. This form will be removed from your application form as soon as we receive it and will not be used as part of the selection process.

Confidential Disclosure

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands, bind-overs or warnings on the grounds that it is otherwise 'spent'.

All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

If you wish, you may submit information in a sealed envelope, marked for the confidential attention of the Head Teacher of the School to which you are applying.



Safeguarding

Guildford High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their wellbeing.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

Policies and Procedures

All United Learning schools have policies that deal with safeguarding, child protection and safer recruitment, which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting the school directly.



Equal Opportunities Statement

United Church Schools Trust and United Learning Trust (“United Learning”) have an Equal Opportunities Policy, which has been agreed by United Learning Trust’s recognised trade unions.

Below is United Learning’s Equal Opportunities Statement. If you would like to see the complete Policy, it can be accessed on The Hub or by contacting your school.

To ensure that United Learning develops and maintains a working environment in which each individual has complete equality of opportunities.

To ensure that individuals do not suffer discrimination directly or indirectly as a result of their employment with United Learning or deny their application for a position within United Learning.

Yours sincerely



Mandy Coalter
Director of People

