



# Receptionist Across the school

**Whitefriars School:** Whitefriars Avenue, Harrow, Middlesex, HA3 5RQ

**Salary:** G2 Point 8 - £22,919 actual salary

**Job type:** Full time, Permanent

**Start date:** ASAP

**Apply by:** Sunday 23<sup>rd</sup> February 2025



Dear reader, my name is Pritam Kumar Vekaria and I am the ridiculously proud Headteacher of Whitefriars School. We are a fully integrated 3 to 18 all-through school. In March 2024, our school was judged Outstanding by OFSTED for Nursery and Reception (EYFS) and Good in all other areas including Sixth Form.

Only enquire or apply if you are ready to help us achieve our mission below, otherwise we wish you only our best for the future.

We are looking for a highly organised, friendly and efficient person with excellent interpersonal skills to join our team as a Reception/Administration Assistant. This is an extremely busy position where multitasking is essential, along with a confident manner and the ability to work under pressure.

The successful applicant will have outstanding communication skills, including good spoken English. They will be flexible, capable of using their own initiative and able to work as part of our outstanding team. As the first point of contact they will create a friendly and professional impression for the School. They will be computer literate, confident working in Microsoft Office and using email. Experience of working in a school office is preferred, as is experience of using Bromcom and other school packages such as Parent Pay. Training will be given where required.

*'Our mission is to provide an exceptional educational experience for our students, staff and families. Thus, fostering ambitious, highly skilled and educated positive citizens for our community. What makes us special is how we work as a unified community in pursuit of this mission'*

Wellbeing is really important for our community; we are already signed up to the DfE staff wellbeing charter mark. However, for us actions speak louder than words. So just a few points in how we make this happen for the staff who work so hard in our school and strive to achieve our mission.

- Ethical & supportive middle and senior leadership team
- 2-week October half-term
- Early finish on Mondays to allow for Professional development time
- Nursery on-site, with full-time places with discounts for staff
- Free use of touch screen luxury coffee & hot chocolate machine
- No teaching on Friday afternoon, instead we have enrichment clubs after lunch every week, you lead an activity of your choice allowing our pupils to get to know your other superpowers/skills.
- We are a lead teaching Hub school
- Freshly baked pastries every week before our staff briefing
- Exceptional paid leave allowance to support with childcare. In addition, 1 day paid for celebration events such as: wedding/trip/graduation every year
- Marking only 3 times a year to reduce workload

Furthermore, we prepare every child for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and unwavering positive attitude. That means providing a World Class Curriculum and exceptional learning experience that reflects the highest academic standards. One that inspires and enthuses pupils through its creativity and openness to the world around us. We are unashamedly an outcome driven school, as education gives opportunity and choice that is imperative with an ever-changing world. Through enrichment events and activities that improve learning, here at Whitefriars, we will endeavour to provide students with a well-rounded and culturally rich education throughout the year celebrating diversity and unity.

Our children will be able to 'be the change they want to see in the world', and 'courageous, to be the light where there is darkness'. Our children will be resilient, optimistic, respectful, honest and well-rounded positive citizens, with an eternal love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of Whitefriars School; we are relentless in our pursuit to serve our community, that only deserves the best. We only employ excellent staff, who can deliver an inspirational learning experience for every child; every day. We want our children and young people to have a sense of deep belonging, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives. As a Trust, we will foster a culture that respects diversity, safeguards our children's wellbeing and recognises that we are stronger together than we are apart. In pursuing this vision staff, Trustees and Directors will model this every day, knowing that each one of us plays a part in making it a reality for every child and young person in our care.

Finally - We have a highly visible and responsive leadership team and staff who will always find time to talk to parents and carers about the pupils' needs. Our school is built on strong partnerships with families and the local community.

An equal opportunities employer.

The Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a Disclosure Barring Service check.

**In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview.**

Closing date: Sunday 23<sup>rd</sup> February 2025

Interviews are expected: w/c 3rd March 2025

Start date: ASAP

We reserve the right to shortlist, interview and appoint prior to the closing date and so early applications are encouraged.