

CANDIDATE INFORMATION PACK

RECEPTIONIST (PART TIME)

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic day schools.

The school describes itself as providing an 'ambitious academic education' and has some of the best results in the country. Pupils benefit from an exceptional range of opportunities for personal development through the co-curricular programme and from sensitive pastoral provision, including through the new Wellbeing Hub. We aim to promote a culture of kindness and warmth.

I am interested in finding a candidate who is passionate about empowering young women and enabling them to become resilient and engaged members of their communities.

At NLCS we are inspired by our heritage but empowered by modernity. Our aim is that, as adults, our pupils will have the intellectual curiosity and strength of character to adapt to and shape an increasingly fast-paced and dynamic world.

We teach our pupils to think for themselves and be intellectually courageous, but developing their emotional intelligence and character is just as important.

This role presents a very exciting opportunity to make NLCS as much a beacon for the personal development and wellbeing of its pupils as for its academic outcomes.

We are committed to the professional development of all staff and have a rich CPD Programme.

I want to inspire a powerful culture of ambition and innovation but with a sense of kindness and fun at the heart of the school.

If you would like to join me to help me lead this exceptional community of pupils and colleagues, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the First and Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims of the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that

NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2023 93% GCSEs Grade 8/9 with an impressive 75% Grade 9. At A-Level our students achieved 76% A*/A equivalent and an impressive 38% A*. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gained an average point score of 41.5 in 2023, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial.

We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



RECEPTIONIST

THE OPPORTUNITY

This is an excellent opportunity for a dedicated and personable Receptionist to work in the Senior School as front of house.

THE ROLE

We are seeking to recruit a Receptionist to join our Senior School Office team, working in a busy and friendly office/reception. The role is varied consisting of supporting the office team with all administrative tasks, reception and phone duties, liaising with the whole school community, parents and visitors. We are looking for someone with excellent interpersonal and organisational skills, a positive attitude and plenty of enthusiasm who is able to work under pressure and use their own initiative. ICT competency and a good telephone manner are essential.

LINE MANAGER: Senior School Office Manager

CONTRACT: Term time only with 5 plus days and 5 INSET days. Initially this is a fixed term contract to 31st August 2024.

HOURS OF WORK: 16 hours per week (working 2 full days ideally on Thursday and Friday: 8am -5pm)

ACTUAL SALARY: £8,364 - £9,232 depending on skills and experience.

MAIN RESPONSIBILITIES

Provide general reception duties for the School, responding to enquiries and referring to the appropriate member of staff as required

Managing all incoming calls for the School, ensuring they are answered in a timely manner and dealt with professionally

Be the first point of contact for all visitors to the school including parents, Governors and external visitors

Provide general administrative support including letters to parents, managing the Office email inbox, incoming/outgoing post

Support teaching staff with proof reading of reports as required

Liaise with pupils and parents, assisting with general enquiries

Support the wider school community with weekly school tours

Overseeing lost property

Support the Senior School Office with any other ad hoc duties

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers





THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS

Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above

SKILLS & ABILITIES

The ability to work independently as well as part of a team.

A good working knowledge of Microsoft Outlook and Word.

Experience of TEAMS is desirable

Basic EXCEL knowledge is desirable

EXPERIENCE & KNOWLEDGE

An awareness of recent important educational developments in Geography

Safeguarding experience / training

Strong understanding of pastoral work

Experience of working in a busy reception environment

Working as part of a team

Working within a school environment is desirable

Experience of working with SchoolBase is desirable

An understanding of the independent school sector is desirable

OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery.

As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS & CONDITIONS

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

SALARY

Highly competitive salary, paid according to experience and qualifications

START DATE

Required as soon as possible

PENSION

Staff are eligible to join the Support Staff Pension Scheme.

MEALS

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

EYE CARE SCHEME

NLCS contributes towards eye care costs.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times.

This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

FEE REMISSION

A teacher's daughter that meets the entrance criteria is eligible for fee remission (up to two daughters).

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



