

JOB TITLE: **PART-TIME SCHOOL RECEPTIONIST**

## REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL **INFORMATION FOR CANDIDATES**

Role commences: **June 2025**

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## REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's Preparatory and Choir School (RSM) was founded in 1950 to provide an education for choir boys who sang at St Mary's Church in Reigate. Choirmaster, Godfrey Searle, bequeathed his house, Sunnyside, for the establishment of the school along with a trust fund to ensure the continuation of the choral legacy.

Today, RSM is a modern, forward thinking coeducational junior school and Godfrey Searle's Sunnyside house forms part of a wonderful 15 acre school site with modern buildings, playing fields, playgrounds, nature areas, dens and a Forest School. It is located in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs, an area of outstanding natural beauty.

RSM is part of the Independent Association of Preparatory Schools (IAPS) and, in 2003, became a junior school of Reigate Grammar School (RGS), a multi award winning coeducational senior school, named Tatler School of the Year 2020. RGS is located just a few minutes' walk away and this close proximity allows RSM to make use of their many facilities and resources. Approximately 80 percent of children transfer to RGS at 11 years old, and the remaining leavers join other top senior schools in the locality.

RSM has approximately 360 boys and girls ranging from 2 ½ to 11 years old. The school provides an inspirational and exciting education preparing children for happy and fulfilled lives. Academic outcomes are excellent and this is achieved within a warm and caring environment by developing close relationships with children and their families. RSM children know they are truly valued and this gives them the confidence to take challenges, learn from mistakes and ultimately reach their full potential. RSM was shortlisted for Independent Preparatory School of the Year 2020 in recognition of this.

The school takes a growth mind-set approach to education and the curriculum reflects the importance of a breadth of study in preparing children for exciting future careers. Education for Social Responsibility (ESR) is at the heart of this and Headmaster, Marcus Culverwell, leads ESR for IAPS schools nationwide. The aim is to produce confident, resilient and creative young people who care deeply about a sustainable and equitable future for everyone. Sustainability issues are prioritised and RSM is an Eco School with Green Flag status.

There is significant and ongoing investment in technology throughout the school and IT is embedded in all teaching. Classrooms are exciting and inspiring places where children use technology to explore. There is an impressive IT lab and Mac suite and the school's Lego robotics team has been worldwide finalists in Lego robotics competitions many times.

Children play a variety of sports and the school site has four football pitches, a hockey pitch, two multipurpose courts, an artificial cricket strip and a 200 metre running track. The school also has use of RGS's impressive sports grounds at Hartswood. A strong extracurricular programme, with over 50 clubs on offer each week, provides extra sporting opportunities as well as a broad range of other popular clubs such as dance, chess, martial arts and craft. An emphasis on outdoor learning means the children spend as much of the timetable as possible learning outside in the grounds and Lower School children enjoy regular Forest School sessions in addition to this. Every child is a member of one of four well established Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Music is an important part of life at RSM with a strong peripatetic music programme and a range of choirs and ensembles. There are many productions and performances throughout the year and children regularly perform within the community and at local festivals.

The school was rated "EXCELLENT IN ALL AREAS" at the last ISI inspection in March 2023. The reporting Inspector was impressed by the warm relationships throughout the school modelled by passionate staff.

**"PUPILS ARE CONFIDENT, CURIOUS LEARNERS WHO ARE ENCOURAGED TO BE CREATIVE AND TAKE RISKS WITH THEIR LEARNING".**

**"EARLY YEARS CHILDREN RAPIDLY GAIN A BROAD RANGE OF SKILLS AS THEY ENGAGE WHOLE - HEARTEDLY IN ACTIVITIES THAT COVER ALL AREAS OF LEARNING."**

ISI INSPECTION REPORT 2023



## JOB DESCRIPTION

Reigate St Mary's School requires an additional part-time receptionist from June 2025 to cover the hours 12.30pm to 5.30pm Monday to Friday during term-time, plus 25 days holiday working 9.00am-2.00pm.

The receptionist is the first point of contact that visitors and callers have with the school and will be responsible for ensuring a friendly welcome and smooth arrival.

The job description and the principal duties will be as follows:

- Receiving visitors to the school. You will often be the first point of contact that many visitors have with the school, it is essential that you present a favourable impression in both appearance and manner. You will be responsible for overseeing the reception area and for ensuring that all visitors are courteously and efficiently dealt with, handing out security badges and, where necessary, guest log-in details.
- Receiving deliveries and notifying the relevant person of the items delivered. Contacting the maintenance team to deliver the packages to the correct location or to move to temporary storage area.
- Manning the school switchboard. You will be responsible for answering the phones, dealing with all enquiries, forwarding calls and taking messages in a professional and polite manner. This will include responding to the concerns of parents regarding absences in the morning.
- Maintaining school registers. The good order of school registers is an important task, and you will be responsible for managing the form registers throughout the day and contacting parents of children who are absent without reason.
- School administrative tasks. There are many administrative tasks associated with running the school and you can expect to be involved with such as contacting parents, sorting data for clubs, inputting data to the new data base, collating house points etc. Tasks are assigned and overseen by the Office Manager.
- Supporting the School Office where necessary, you will be expected to help the school office staff when reasonably required to.

This list is not necessarily exhaustive, however, and you will be expected to liaise closely with the School Maintenance Team and the School Office staff and may be called upon to perform other tasks as directed by the Head, Deputy Head or the Operations Manager. This role will be managed by the school office manager and be part of the RSM Bursar's department.

### Hours of Duty (School Terms)

The hours are 12.30pm to 5.30pm Monday to Friday during term-time, plus 25 days holiday working 9.00am-2.00pm, but would be expected to be flexible, for example, willing to cover the other shift in the case of illness or absence:

### Person Specification

This is a significant role within the school, and high-quality applicants are sought.

#### Essential skills/qualities:

- A pleasant, welcoming and polite manner.
- Reliable, conscientious and trustworthy.
- Ability to work under pressure, and without immediate direction.
- Ability to communicate with a wide variety of people, from governors and visitors to students.

#### Desirable:

- Experience of reception duties, switchboard operation and security.
- Experience of administrative tasks.
- Experience of working in an educational setting.

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**“THROUGHOUT THE  
SCHOOL, ALL PUPILS ARE  
CONFIDENT, ARTICULATE AND  
EMOTIONALLY MATURE FOR  
THEIR AGE.”**

*ISI INSPECTION REPORT*

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## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Non-teaching staff at Reigate St Mary's Preparatory and Choir School are remunerated according to their own salary scales.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

### SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

### EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age,

disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

### APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Friday 18 April 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigatestmarys.org](http://reigatestmarys.org)



## SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

### By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over two roundabouts and take the second exit on the third (five ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right-hand side.

### By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

### By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

