



stephen perse
foundation

Afternoon Receptionist and School Office Administrator

Employment status	Part-time, permanent
Required from	ASAP
Job location	Cambridge
Application closing date	Ongoing
Salary Guide	£10,980 (£18,808 FTE) - £12,084 (£20,700 FTE)
Hours of Work	Monday 12:30-17:30, Tuesday - Friday, 12:30pm - 18:00pm

Welcome from the Principal



The Stephen Perse Foundation is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future. Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role modelling, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At the Stephen Perse Foundation, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan
Principal



Work in the heart of Cambridge

Welcome to our vibrant Foundation of schools across Cambridge, Maddingley and Saffron Walden, where we achieve outstanding results because we value individuality.

Cambridge is a city of ideas, home to some of the greatest thinkers, researchers and innovators in the world. Cambridge is our campus, providing a wealth of inspiration and opportunities to learn.

You will work within walking distance of Cambridge city centre, Cambridge University Colleges, world renowned museums, galleries and the University Botanic Garden as well as parks and green spaces.



Specific responsibilities

Responsible to: Sixth Form Administration Manager

Location: Cambridge (details to be discussed during interview)

Main responsibilities

- Greeting visitors, ensuring a professional "front of house" service to pupils, parents and visitors.
- Ensuring all visitors are signed in and out of the building and met by the relevant member of staff
- Support with attendance monitoring and locating pupils where necessary
- Working with the wider administration team to assist with responding to all enquiries from visitors, parents and staff (by phone and email) and ensure all matters are dealt with promptly and appropriately.
- Supporting with student enquiries
- Administer first aid to students and keep first aid boxes replenished by ordering supplies as needed.
- Deal with outgoing post and arrange special deliveries.
- Keep all pupil records on SIMS up to date – addresses, contact details, medical information etc.
- Input new starter information onto SIMS.
- Support teaching staff with IHCPs for students.
- Send our ParentMail messages to parents.
- Liaise with the Senior school to order stationery as required.
- Assist in preparation for open days and parents days.
- Assist colleagues with preparations for events such as Speech lessons and Bikeability.
- Take minutes for the occasional meeting such as termly Health & Safety site meetings.
- Assist the other school offices with general duties as required.
- Assist the Administration Managers with any other admin tasks, as required.
- Cover at other school receptions when required

General Responsibilities

- Act as an excellent ambassador for the Foundation at all times.
- Build and maintain good working relationships with all Foundation colleagues.
- Assist as necessary in other Foundation areas at peak times.
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within the Foundation.
- Actively promote the Foundation's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Foundation operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items the Foundation has provided.
- Adhere to the Foundation's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Person specification

	Essential	Desirable	Method
Qualifications	Good general level of education including numeracy and literacy	GCSE or equivalent, grade C or above in Maths and English	Application Form
	Full clean driving licence	Relevant IT training/ qualifications First aid certificate	Applicant's certificates at interview
Knowledge & Experience	Able to work accurately and meet deadlines (attention to detail is a must)	Knowledge/experience of working in an educational establishment would be an advantage	Application Form
	Excellent, confident interpersonal communication skills	Knowledge/experience using SIMS	
	Good organisation skills including personal workload organisation and diary management	Knowledge/experience of Google Drive, Gmail, Google Calendar, Google Docs & Sheets	
	Able to use various IT packages including MS Word and Excel		
Skills & Aptitudes	Professional attitude to colleagues, students, parents and the working environment	Good current typing speed	Interview
	Able to work without close supervision and enjoy working on own initiative		
	Able to work effectively with other colleagues		
	Flexible and willing to help with various activities		
	Willing to develop IT skills in a variety of contexts		
Personal Attributes	Enthusiastic	Committed to the ethos of the school	Interview
	Calm and adaptable		
	Professionalism and integrity		
	Good sense of humour		
	Dedication and enthusiasm		
	Energy and resilience		
	Approachability		

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Foundation's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be found on the [government website](#).

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and DBS (Disclosure and Barring Service) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of Work

27 hours per week, Monday 12:30-17:30, Tuesday - Friday, 12:30pm - 18:00pm, term time only.

Salary guide

£10,980 (£18,808 FTE) - £12,084 (£20,700 FTE) depending on qualifications and experience

Application process

Please apply directly through our online recruitment page at www.stephenperse.com/recruitment and download an application form. Please send completed application forms to recruitment@stephenperse.com

We are unable to accept CVs.

Interviews will take place as suitable applicants come in.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

Benefits

With excellent benefits and a stimulating environment in the heart of the city, the Stephen Perse Foundation is a great place to work.

- 30 days holiday plus bank holidays (pro rata for part time and term time)
- Salary sacrifice tech and cycle to work schemes
- Season ticket loan/Discount on train travel
- Free refreshments provided
- Contributory pension scheme – matching up to 6%
- Annual flu immunisation
- Many of the sites offer covered bike parking
- Free access to the University Botanic Garden
- Private health and dental plan subscriptions after 2 years' service (pro rata for part time and term time)
- A staff discount on School Fees of 25% after 2 years' service (pro rata for part time and term time) should staff have a child at any school (from Reception Year upwards) within the Foundation





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