



Rosemead Preparatory School

Part-Time Receptionist

Employment Status: Part Time, Permanent, Term Time Only

Application closes: Sunday 6 July 2025

Required From: September 2025

Longlist Interviews (Online): W/C Monday 7 July 2025

Shortlist Interviews (Onsite): W/C Monday 7 July 2025

Welcome to Rosemead

Welcome to Rosemead Preparatory School & Nursery, Dulwich, an independent co-educational day prep school for children aged 2 to 11. Our motto, Inspiring Brilliant Futures, is at the forefront of all we do. We focus on providing a unique education to each and every child, nurturing their individual strengths, interests and needs.

At Rosemead, we strive to provide a balanced curriculum that nurtures the holistic development of each child. While academic achievement is important, we firmly believe that education should encompass much more than just exams and grades. Our approach is centred around ensuring that your child receives a well-rounded education that includes a strong emphasis on Music, Art, Drama, and Sport, without compromising on academic excellence.

Our curriculum is designed to be creative and engaging, with each year group exploring topics that serve as the focal point of their learning. We encourage cross-curricular connections, where subjects are linked to a central theme, often supported by a captivating novel. This approach not only enhances their understanding but also fosters a love for learning that goes beyond the confines of the classroom.

We take pride in being a co-educational institution, recognising the immense value of a diverse learning environment. We believe that all children benefit from learning together, developing vital social skills and building strong, respectful relationships that will serve them well in their future endeavours. The world is a co-educational environment and we believe that school should be too.

Rosemead are a proud part of the St Dunstan's Community of Schools, with this presenting many new opportunities for staff and pupils.

Working for Rosemead

We seek to be the employer of choice in the Sector, with staff wanting to work at Rosemead as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits of working for us include:

- Tuition fee remission and no registration fees (up to 50% paid by employer)*
- Free lunch and beverages, during term time
- Salary Sacrifice Schemes
- Free winter and summer social events
- Annual flu immunisation

*conditions apply

Our Commitment to Safeguarding Children

Rosemead Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Safeguarding Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead (DSL) is Lisa Meredith-Bennett (Deputy Head Pastoral). Our Deputy DSLs are: The Head, Graeme McCafferty, Katie Simmons (Deputy Head Academic) and Kate Tyrell (Deputy Head Academic and SENDCO).



THE ROLE

Rosemead is an independent Dulwich co-educational preparatory school for children aged 2.5 to 11 and is currently seeking to recruit an enthusiastic Receptionist to work closely with all members of the Prep school's team.

Well-presented and personable, the ideal candidate will often be the first point of contact for children, parents, staff and visitors. Thus, the ability to present a professional yet welcoming and friendly personality is paramount. The Receptionist will bring their excellent administration, IT, and communication skills to the school.

THE PACKAGE

This is a part-time, term time only post and will commence from September 2025.

Salary: Actual £12,590 (FTE £27,009) per annum as per the 2024-25 pay scales

Hours of Work: Part Time, 22.5 hours per week, Monday - Friday

Pension Aviva (salary sacrifice)



JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses:

- To operate a courteous and efficient reception service that consistently promotes a professional image of the school and Group. This includes acting as first point of contact for pupils, parents, staff and visitors.
- To maintain the visitor system and ensure all visitors and contractors can be identified by wearing clearly visible badges/lanyards, in accordance with the schools safeguarding policy and security procedures.
- To ensure that queries are dealt with effectively, taking the initiative to identify and handle issues that arise on behalf of the Leadership team, with an ability to recognise when matters need to be promptly escalated.
- To ensure that all visitors complete the signing in-process to enable this information to be used as a register of visitors on site in the event of a fire drill or evacuation of the building
- To co-ordinate safe entrance and exit of all pupils, staff and visitors, ensuring they are signed in and out and that no unauthorised person gains access to the school.
- To sign in all late pupils and sign out early leavers as required, passing key information to relevant staff.
- To operate the schools main telephone switchboard system, including taking and delivering messages, transferring calls (as appropriate) and contacting parents or other agencies as directed.
- To manage the school's enquiry inboxes; responding to, or triaging messages as appropriate in accordance with the schools two working-day service level agreement.
- To ensure the reception area is welcoming and tidy.
- To coordinate Lost Property and confiscated items including maintaining a logbook of all items handed in to the reception and all items collected from Reception, displaying lost property for collection at the end of each term and notifying parents of the collection period.
- Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately, adhering to absolute discretion and confidentiality.
- To complete data inputting and reporting as required.
- To process all incoming and outgoing post/parcels, assisting with franking, recorded deliveries etc.

- To collate data and maintain records as required.
- Provide a general administrative service to staff, to include word processing, correspondence, mail merges, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required.
- Maintain pupil database, amend/update records on the system, following school policy and procedures for security of confidential information and data.
- Carry out routine tasks such as filing, completion of routine forms and administration of school activities, to support the day-to-day efficient running of the organisation.
- Carry out photocopying and printing as required, supporting the whole school.
- Operating all equipment, to include the use of the photocopier, scanner, printer, laminator, binder, stapler, computer for word processing and desktop publishing any other equipment that may be provided (training provided).
- Assist with the production of a wide range of support materials for the school including, printing booklets, binding, laminating, advising staff on the most efficient and effective use of materials and equipment.
- Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required.
- Monitor and order reprographic resources in liaison with the existing Reprographics Officer.
- Ensure that the Reprographics Room is maintained in a tidy and organised manner.
- Model high professional standards and be a responsible and effective member of staff, attending regular meetings as appropriate.
- To have regard to and comply with safeguarding policy and procedure as appropriate.
- Undertake such other duties as directed and required from time to time
- To be committed to your own development through the effective use of the iHasco and other training programmes provided.
- To understand your own responsibilities, be committed to and comply with Foundation policies and procedures relating to child protection, health & safety, welfare, security, diversity & equality, confidentiality and data protection, reporting any concerns to the appropriate person.
- To always work collaboratively with the wider business and act in the interests of the St Dunstan's Educational Group.
- To support the delivery of the Group's strategy as it relates to this post.
- Providing first aid assistance to pupils, staff and visitors as and when required (full training will be provided) and recording incidents / accidents as necessary.
- To always keep the first aid bay clean and tidy.
- To administer medication to pupils in accordance with the applicable medical policies.

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<u>QUALIFICATIONS AND TRAINING</u>		
A recognised vocational / Business and Administration qualification		X
GCSE level (or equivalent) including English and Maths	X	
<u>EXPERIENCE</u>		
Previous experience of reception duties	X	
Successful experience of working in an office environment	X	
Experience of dealing effectively with a range of stakeholders, preferably including children	X	
General office experience, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time.	X	
Advanced user of all Microsoft Office systems	X	
Experience of working within the education sector		X

Experienced in the use of databases, with the ability to enter information accurately and extract for reporting purposes	X	
Experience using operating iSAMs		X
A sound understanding of reprographics technology		X
Experience with administering first aid within a school setting		X
<u>SKILLS AND KNOWLEDGE</u>		
Excellent communication and interpersonal skills with demonstrable ability to communicate clearly and effectively with staff and students, parents and all external visitors	X	
A professional telephone manner	X	
Ability to work under pressure, whilst maintaining a positive and professional attitude	X	
Ability to enter data accurately with thorough attention to detail	X	
Well organised, with an ability to prioritise workloads and take the initiative	X	

Ability to forward plan and work to deadlines within a busy and fast-paced environment	X	
The drive and initiative to develop own use of new technologies to improve enquiry management and administrative processes.		X
<u>PERSONAL QUALITIES</u>		
Commitment to safeguarding children and young people	X	
Excellent interpersonal and organisational skills, with an ability to remain calm, positive, polite and cheerful at all times	X	
A commitment to first-class customer service	X	
The ability to work as part of a cohesive and supportive team	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Tact, diplomacy, empathy and the ability to deal sensitively and appropriately with confidential information, with an understanding of data protection responsibilities	X	



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