



UT VOCE ITA VITA

EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Receptionist/Admin Assistant

(full-time during term time;
fixed-term until 14 December 2022)



For 25 April 2022 start

Living in Exeter and the South West

Exeter is a thriving and beautiful city. It is considered by many to be the capital of the South West, and is a wonderful place in which to live and work. The city is served by three railway stations and is just over two hours from London Paddington by train and just under three and a half hours from London Waterloo. There is also an international airport with internal flights to a number of UK cities, including London, Manchester, Newcastle, Glasgow, Dublin and Norwich.

Exeter is an historic and cultural city with a broad range of modern facilities: as well as beautiful Georgian architecture, the magnificent Norman Cathedral, small winding back streets, Roman ruins and myriad independent shops, there are cinemas, theatres, cafés, restaurants, night clubs, a museum, swimming pools, shopping centres and a choice of supermarkets. Many of these are just a short walk from the School, as is the Quay with its range of boutique cafés, artisan caverns and riverside bars and restaurants.

The city is home to the excellent Exeter University, and the student population brings vibrancy, bustle and a sense of energy, whilst the location of the University campus means that the city centre and surrounding areas never feel overpopulated. There is a large professional population, too, with the hospital, the university, the Met Office, and the business district attracting professionals and their families.

The housing market in the city is buoyant but affordable, with the St Leonards area being particularly popular. There are some beautiful towns and villages within striking distance (by road or rail) of the city, and a number of our staff commute. The area is very well served for senior schools.

The South West is an area of outstanding beauty, and Exeter is a short drive from Dartmoor, Exmoor, beaches, forests, hills, and any number of walks and outdoor activities. It is a wonderful place to live and we find that a good number of new families to the School have chosen to relocate to Devon to enjoy the space, the pace of life, the nature on the doorstep and, of course, the first-rate educational opportunities.

Working at Exeter Cathedral School

ECS is a happy, supportive and vibrant community of some 260 pupils and 60 staff, of whom about 20 are support staff. The School offers Nursery, Pre-Prep and Prep education: Nursery–Year 2 are housed in Hall House, a former Canonry nestled between the ancient city wall and the Bishop’s Garden in the Cathedral Close, and Years 3–8, as well as the majority of the administrative offices, are based in the Chantry, a red-brick 19th-century building in the lee of the Cathedral on Palace Gate. The School also has use of a range of buildings clustered together in the south-west corner of the Cathedral Green, including a newly refurbished Science laboratory, a newly regenerated music and drama studio, an Art & Design department which is housed in the Old Deanery, a fully equipped Nutrition room in the School’s Coach House building, and a range of other learning spaces. A number of the School’s classrooms are equipped with projectors and Smartboards, and staff have access to desktop computers and use of the School network in many classrooms and in the staff work room which is part of the staff room area.

The staff body – teaching and non-teaching – is a dynamic mix of long-serving members and newer arrivals, and there is a great deal of in-house expertise available. New staff receive a full day’s induction, an induction handbook, and they are mentored by an appropriate senior member of staff. The School is committed to Continuous Professional Development, whether through inset training delivered at school, through externally run courses and conferences, or through in-house opportunities.

With the arrival of a new Headmaster in January 2016; the appointment of a new Head of Boarding; the appointment of a former hockey international as our new Director of Sport; the creation of a number of new middle/senior leadership posts; the arrival of a new Director of Music; the announcement in June 2019 of the best academic and scholarship results in the School’s recorded history; and the result of ‘Excellent’ in all areas in our ISI inspection (May 2019), this is a seriously exciting time to be joining this ambitious School as it embarks upon the next stage of its development.

Benefits

Staff who work at ECS enjoy an enviable location, proximity and daily access to some of the country's finest architecture and choral music, a working environment which is supportive and purposeful, and the privilege of working with and for a delightful and kind set of parents and pupils.

All staff are entitled to receive a 50% remission (pro rata for part-time staff) against tuition fees for any of their children accepted at ECS. Places for children of employees are offered according to place availability and standard assessment procedures.

Lunch is provided free of charge to staff in the dining room during term time, as is tea/coffee/fruit in the staff room. Staff well-being is high on the School's agenda: a Well-being Programme has been set up along with a series of well-being events and opportunities for all staff.

We accept Childcare Vouchers purchased through a registered supplier against additional services (outside the curriculum) such as After School Care/Early Care and residential excursions, and the School participates in the Early Years Funding Scheme. In addition, we offer a Childcare Voucher purchase scheme through SODEXHO for staff who wish to purchase childcare vouchers through their salary (before tax and NI deductions). The School is also a member of the Exeter BID.

The family feel of ECS extends beyond the 19th-century door, and such is the School's glowing relationship with the local community that its staff are traditionally welcome to enjoy discounts at an excellent local beauty/spa business, and the School is in partnership with a local gym where ECS staff receive discounted membership.

The School

Exeter Cathedral School is an independent day and boarding Prep School for girls and boys aged from rising-3 to 13. Founded in the 12th century as a choir school, ECS now educates approximately 260 pupils. Forty of these are the boy and girl Choristers of Exeter Cathedral, who continue the centuries-old pattern of leading the daily sung worship in the Cathedral. Nowadays, we offer a fully rounded Prep School education to pupils from a variety of backgrounds and with a range of talents and interests, whether they be sporting, academic, artistic or musical.

We have an enviable location (right in the heart of the city and yet nestled safely in the lee of the Cathedral), an average class size of about 15 (allowing us to really know each and every pupil as an individual), a proven track record of securing places and scholarships to a range of leading senior schools, and a firm commitment to being a forward-thinking Prep School with traditional values. Above all, we are a school where people matter, and where staff and families work in partnership to help children acquire the right habits for life.

The School as a Christian Community

ECS is committed to being a loving environment in which children of all faiths and of none may grow in knowledge, understanding and confidence supported by staff who are expected to be in sympathy with the aims of a Christian school.

Membership

ECS is proud to be a member of IAPS (the Independent Association of Preparatory Schools), the CSA (Choir Schools' Association), and the BSA (Boarding Schools' Association).

The School's Aims

ECS aims to offer an outstanding Prep School experience, where the focus is on educating the 'whole child'. It seeks to do this by providing a safe, nurturing, stimulating, purposeful and gently Christian environment in which each child is known as an individual and in which each child is mindful of, and grateful for, those around them and the part that they play in building their community. The School is an ancient foundation with traditional values and a modern approach. It expects high standards from its pupils and its staff and is committed to rigorous academic endeavour; outstanding pastoral care and individualised attention; an

exciting range of extra-curricular opportunities; a world-class musical education; and to working with families to help its pupils acquire the right values, habits and skills for life.

The Cathedral

In September 2014, ECS was made legally and financially independent of the Cathedral and is now a registered Charity and a Company Limited by Guarantee. There remains a very strong and deeply entrenched link between the School and the Cathedral, and the two institutions work side by side to ensure the smooth running of daily life and to ensure the safeguarding and well-being of the Choristers. The School makes use of the Cathedral and its buildings for its assemblies, concerts, major events, etc., but the Cathedral is much more than a venue. The School is hugely proud of its ancient foundations and links with the Cathedral, and to educate the Choristers. The Chorister Tutor is an essential lynchpin between the School and the Cathedral.

Boarding

ECS is Exeter's only independent Boarding School. In 2017 the School was accepted into the BSA (Boarding Schools' Association). Our (small – about 40 beds) boarding house is situated on the main school site and is run by a Housemaster who is assisted by a Boarding House Matron, the Chorister Tutor and a team of Gap Tutors. There is currently a small number of full boarders, a healthy cohort of weekly boarders, and a large number of flexi-boarders. All members of the teaching staff are expected to contribute to the boarding life of the School by undertaking a (very) few weekend duty days per annum. Resident staff are expected to undertake a weekly evening duty.

The Role

We are seeking to appoint a high-calibre individual to the post of Receptionist/Admin Assistant from 25 April 2022. This is a fixed-term post until 14 December 2022: there may be scope to make this a permanent role thereafter.

The School Receptionist/Admin Assistant will act as a first point of contact for the pupils, parents, staff and visitors. As part of this role, the Receptionist will also provide administrative support to the School staff.

The successful candidate is likely to have administrative experience of working in a fast-paced, professional environment, have excellent organisational skills and the ability to prioritise and multi-task. Flexibility and a generosity of spirit towards the demands of a busy and purposeful co-educational Prep School are important, as well as the ability to keep calm and work under pressure when necessary.

The post-holder is responsible to the Office Manager/Headmaster's PA, but as a member of the Support Staff is accountable to the Director of Finance & Operations.

Person specification

Qualifications

Strong intellectual, professional and/or academic credentials

Skills and Experience

- Experience of working in an administrative role within a professional environment;
- Previous experience in an educational setting (desirable but not essential);
- Experienced in working in a fast-paced environment and able to work to tight deadlines;

- Highly organised with an ability to self-plan and prioritise workloads;
- Ability to deal proactively with any situation that develops;
- Strong verbal and written communication skills and the ability to show tact and diplomacy at all times;
- Good critical analysis skills for the resolution of problems and deciding which issues should be brought to the attention of the Headmaster;
- Excellent IT skills: proficient in Microsoft Office packages, especially Word, Excel and Outlook with fast accurate typing skills (training will be given on School databases);
- High attention to detail, with the ability to see ‘the big picture’;
- Good organisational skills with the ability to multi-task;
- Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner; good written and verbal communication skills; able to foster good working relationships with all members of the School and Cathedral community either in person or on the phone;
- Comfortable in a “front of house” role (welcoming visitors, meet and greet) with excellent customer service skills;
- Discreet and able to maintain confidentiality at all times;
- Ability to keep calm and to work under pressure when necessary;
- Pro-active, making suggestions for improvement and change;
- An eye for marketing and PR;
- Demonstrates an understanding of the independent education sector, and effectively promotes the ethos of Exeter Cathedral School;
- The ability to work collaboratively and supportively with colleagues within School and with colleagues in other organisations;
- Respect for the different experiences, ideas and backgrounds which others can bring to work and to teams;
- A generosity of spirit towards the demands of a busy Prep School: the role requires flexibility;

Job description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School Receptionist/Admin Assistant has the following duties, which are not exhaustive and will be the subject of periodic review:

- Responsible for ensuring the front desk and Reception area are staffed between 08h00 and 16h00 on weekdays, during term time.
- Complete Prep School registers by 09h30 and 14h00 and log all pupil absences. Follow up any absences identified by the morning and afternoon registers; contacting parents if necessary, to ensure all pupils are accounted for;
- Meet and welcome visitors, interview candidates and other guests of the School, directing them as appropriate and providing hospitality as required;
- Answer all incoming calls on the switchboard and transferring them to the appropriate person/department, taking messages and passing on if required;
- Sort and distribute the post when received and manage outgoing post;
- Manage visitor parking and permits for parents;
- Coordinate the receipt of emergency contact, medical and photo permission forms for Prep pupils to ensure all are received for all pupils and the relevant database and staff members are updated;

- Manage the reception@exetercs.org inbox to ensure timely responses to all correspondence and all messages are sent on to the relevant member of staff;
- Manage the House Points and Headmaster's Commendations, printing certificates for distribution in Assemblies;
- Update the School database with correspondence and absences;
- Prepare notices and rooms for Parent consultation events;
- Using the School database and Parent Portal distribute messages as required;
- Assist in the production of general forms and documents for distribution;
- Provide general admin support to the wider School community e.g. photocopying, filing, emailing, completion of standard forms, responding to routine correspondence, etc;
- Liaise with the Office Manager/ Headmaster's PA and other members of the Admin Team to ensure matters are dealt with effectively;
- Assist the Office Manager/Headmaster's PA with other duties as required.

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- Carry out the work of the School to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school and also a choir school places additional demands and responsibilities on staff who choose to work here;
- Support your colleagues and their work, building on all that is good and helping to re-shape what could be better;
- Do all you can, by the relationships that you build with pupils, staff, parents, and wider community, to promote the caring ethos of the School and reflect its Christian foundation;
- Support and contribute to the School's responsibility for safeguarding pupils;
- Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors;
- Support and contribute to the school's responsibility for safeguarding pupils; reporting immediately any safeguarding concerns to the Deputy Head (Pupils) who is the School's DSL.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process, training and development;
- Adhere to policies as set out in the staff handbook;
- Undertake other reasonable duties required from time to time.

How to Apply

Closing date for applications: 12 noon on Thursday 24 March 2022.

Interviews for shortlisted candidates are likely to be held in the week beginning 28 March 2022.

Applications should include a letter (max 2 sides of A4) to the Headmaster outlining motivation and suitability for the post, a completed application form and details of three referees. Early applications are encouraged: the School may interview and appoint at any stage.

Applications should be sent to:

Mrs Rosie Hankin, Support Services Office Administrator, Exeter Cathedral School, The Chantry, Palace Gate, Exeter, EX1 1HX or emailed to r.hankin@exetercs.org.

Further information about the interview process will be sent to shortlisted candidates.

All shortlisted candidates will be required to present original copies of identification documents and qualification certificates at interview. Proof of ability to work in the United Kingdom will also be required at interview.

In addition to each candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviour;
- Attitudes to the use of authority and maintaining discipline

Safeguarding and Safer Recruitment

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Director of Finance & Operations. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Director of Finance & Operations for advice.

Equal Opportunities

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

