



# MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



## Part Time Receptionist

### Candidate Information Pack



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Part Time Receptionist.

Our administrative team provide essential support services for our staff and students. The reception is an integral part of the school office, ensuring that all visitors are welcomed in a professional and friendly manner.

We have an excellent team who have the organisation, communication and professional skills required to run the day-to-day operations of the school.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher



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<b>Title of Post:</b>	<b>Part Time Receptionist</b>
<b>Salary:</b>	NJC 3-4 (£9,237 - £9,369 p/a actual salary)
<b>Commencement:</b>	1 <sup>st</sup> May 2025
<b>Contract:</b>	14.25 hours per week, Thursday and Friday
<b>Weeks per Year:</b>	Term time including INSET days

We are looking to appoint a Part-Time Receptionist; we need an enthusiastic and organised person to join our team. Duties include managing the telephone switchboard, receiving visitors and answering general queries. You must possess excellent organisation skills, have a good command of the English language and be able to work well within a team environment. The position is term time only, for 2 days per week, Thursdays (8.00am to 4.15pm) and Fridays (8.00am to 4.00pm).

If you would like an informal conversation about this post or would like to visit the school please email your request to the headteacher's PA, at [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk) or alternatively to apply for this post please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk).

**Closing Date: 9am, Monday 31<sup>st</sup> March 2025**

Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

**We reserve the right to appoint a suitable candidate prior to the deadline.**

**[HOW TO FIND US](#)**



Part Time Receptionist



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## JOB DESCRIPTION

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<b>Weeks per Year:</b>	Term time including INSET days
<b>Purpose:</b>	To be the first point of contact for pupils and visitors, determining their requirements, completing a range of duties including supporting pupil queries, liaising with parents and supporting colleagues.
<b>Reporting to:</b>	Office Manager

### Administration

- Manage the telephone switchboard. Deal with incoming telephone calls; answer general queries or transfer calls to appropriate members of staff
- Convey messages to staff, students and visitors as appropriate
- Receive, organise and distribute all incoming mail as required
- Frank or stamp all outgoing mail
- Assist all visitors who report to the reception desk. Manage the visitor's sign in system (Inventory). Arrange for student reception to take visitors to appropriate departments in the building.
- Check and sign for all deliveries to the school. Advise the premises team which department the deliveries are to be taken
- Ensure daily cover for student reception
- Perform general administration duties including typing of correspondence, reports and other clerical duties where needed.
- Assist other members of the office staff with general administration work
- Manage pupil needs in relation to late arrival, signing out, messages and delivery of personal items
- Willing to undertake First Aid training
- Other duties as required by the Senior Management and the Office Manager.

### Knowledge, Experience and Skills

#### **Essential:**

- Very personable
- Great communication skills
- The ability to demonstrate initiative and independence
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders
- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence
- Demonstrates the importance of confidentiality

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## **Desirable:**

- Previous experience of using SIMS
- Previous experience of working within a similar role
- Previous experience of working within a school setting

## **Safeguarding**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post. We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

## **Additional Information**

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.