



LAMBROOK

## **RECEPTION ADMINISTRATOR**

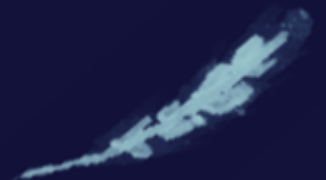
Part Time

Term time, plus 25 days during the school holidays

Required as soon as possible

The closing date for applications is Monday 9th March, 9.00am

Interviews will take place shortly after the closing date









# INFORMATION FOR CANDIDATES

## CANDIDATE SEARCH

Lambrook seeks to appoint a School Administrator / Receptionist to be the first point of contact for all visitors to the School and to assist with general School Office administration.

Located on our main reception desk, working as part of the school office team, the successful candidate will ensure all visitors to Lambrook are greeted in a professional, warm manner. The key requirements for this position is to enjoy working in a busy environment with excellent communication and organisational skills. The School Office is the hub of the school where you will deal with external visitors, parents, students and staff on a daily basis, requiring the ability to be able to adapt to on the spot requests, multi-task and remain calm under pressure and work well as a team.

The successful candidate should have a high level of competency in Microsoft Office applications. Familiarity with iSAMS is preferred but not essential. We are looking for strong communication skills, flexibility and a proactive can-do approach.

Previous support experience within a school or other educational setting is desirable but not essential.

Appropriate training will be given.

## DAYS OF WORK

Thursday, Friday and Saturday during term time, plus 25 days during the school holidays.

There is an opportunity for this to include a Monday as well.

Please see further details below.





## HOURS OF WORK

### Term Time

**Thursday** 8.00am—6.00pm

**Friday** 9.00am—7.00pm

**Saturday** 8.00— 5.00pm

*With a 30 minute lunch break*

There is an option to add a Monday too

The School Office is closed on Saturdays during Exeat weekends. There are approximately 23 Saturdays to work during the academic year.

### Holiday Time

25 working days throughout the school holiday period.

There are no Saturdays to work during holiday time.

8.00-3.00pm

These days are agreed between the office team to ensure that the office is covered and to accommodate team members' holidays.



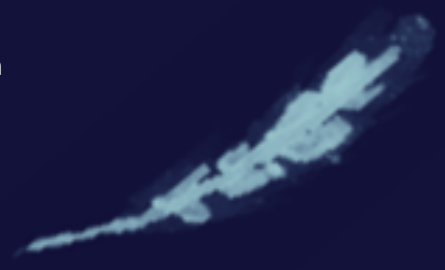
## PERSONAL SPECIFICATION

### JOB SPECIFICATION

- Be the first point of contact for all visitors to the School, extending a warm welcome to parents, Governors, visitors, contractors and delivery staff, ensuring all visitors sign in correctly and are directed to the appropriate location.
- Dealing effectively with telephone calls, transferring callers to relevant staff, taking and passing on messages as required.
- Word processing—routine correspondence, standard letters, emails, flyers and notices, sending emails via the school's parent communication system (My School Portal).
- Taking meeting minutes when required.
- Assisting the Transport Supervisor when required using the Minibus Booking system (Vectare) and dealing with associated parent queries.
- Assisting with maintaining current information on the Parent Portal.
- Providing support for the School's wider administrative needs as directed.

### PERSON SPECIFICATION

- Have the ability to stay calm under pressure, remaining polite and courteous at all times
- Enjoy working as part of a team
- Be able to prioritise in a fast paced, dynamic environment
- Have a good sense of humour
- Be able to adapt to the change in demands and conditions
- Have excellent attention to detail
- Have an understanding of the importance of good visitor experience
- Be able to use their own initiative
- Have good interpersonal and organisational skills
- Have good knowledge of the Microsoft Office suite
- Experience of iSAMS is an advantage
- Have excellent communication skills
- Maintain discretion and confidentiality at all times
- Must enjoy working with children
- Have an understanding of Lambrook's brand, profile and reputation



## THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via [HR@lambrookschool.co.uk](mailto:HR@lambrookschool.co.uk). Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph (not essential).

### **Any offer to a successful candidate will be conditional upon:**

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

