

# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



**FEBRUARY 22 2023**

**Gildredge House**

**Position: Part-Time Receptionist**

**25.5 hours per week (3 days: Weds-Fri)**

**Deadline: Monday 6<sup>th</sup> March 2023**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **part-time Receptionist**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

We are looking to appoint an exceptional candidate to the post of Receptionist to work within our administration team, providing an outstanding level of support service to our school community.

- Do you possess strong people skills with the ability to be flexible?
- Can you work in a team, be a self-starter and show empathy to others?
- Do your communication skills deliver good customer service outcomes?
- Do you have a good eye for detail?
- Are you a considerate worker, mindful of colleagues' needs within shared office spaces?

If the answer is 'yes' to these questions, then Gildredge House wants to hear from you.

As a Receptionist, you will be working within the School Office and shared Support Services Office, providing appropriate support to our visitors, students and staff. To complete your work tasks, you will need to possess competent and efficient ICT skills.

**The Starting salary:** Two-point salary range, Point 9 - 10 Grade 4 on the current Gildredge House Support Staff Scale: £21,189 - £21,575 FTE per annum.

The salary will be pro rata for the hours and weeks as detailed: Actual Salary £11,356 - £11,563 pro rata per annum.

You would be required to work 44 weeks per year (includes 36.4 weeks of term-time, 1 week of INSET, 1 week in the school summer holidays, plus 5.6 weeks' paid holiday to include Bank Holidays). The hours are 23.5 hours per week, 8 a.m. to 4 p.m., Wednesday and Thursday and 8 a.m. to 5 p.m. on Friday, with a half-hour unpaid break for lunch each day.

We offer staff:

- Local Government Pension scheme for support staff
- October half term holiday which runs for two weeks. This gives our staff an opportunity for holiday offers outside expensive half term dates
- Counselling and Employee Assistance Programme through ESCC
- Free on-site parking and the school is also easily accessible via local bus routes

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009.

## **Job Description: School Receptionist**

### **GH Support Staff Scale Grade 4 Points 9 -10**

#### **MAIN PURPOSE OF THE JOB:**

To assume the role of School Receptionist to ensure appropriate safeguarding of visitors and support the running of a safe, efficient and welcoming School Office. Support as necessary the general administration of the school.

#### **Main Responsibilities and Tasks**

The normal duties of the post holder will usually include the following:

##### **Reception**

1. Ensure all visitors to the school are appropriately checked against the school's Safeguarding Policy and Procedure
2. Receive telephone calls and redirect as necessary
3. Administer the main school office email accounts
4. Provide a welcoming and supportive environment to visitors, staff and students
5. Deal with matters of a confidential and sensitive nature in line with school policy
6. Assist school community with all general enquiries
7. Maintain a tidy and informative reception area

##### **Administration**

1. Provide whole school administrative support
2. Maintain the external mail receipt and posting service
3. Support school event planning and implementation

##### **Health & Safety**

1. Carry out working duties in accordance with the school's Health & Safety Policy
2. Assist staff with student first aid in line with school policy

##### **Professional Development**

1. Attend regular training as instructed by the school to improve self/team performance
2. Take ownership of performance management targets

As a member of the support staff, this role is responsible to the Marketing and Administration Manager. Job descriptions may be updated by the Head Teacher from time to time to accommodate the changing needs of the School. The post-holder may be required to undertake other duties as reasonably required by the Head Teacher.

## General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

## Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

## Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

## Person Specification: School Receptionist

<b>EXPERIENCE &amp; QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
GCSE (or equivalent) Mathematics and English	✓	
Experience in business administration	✓	
Safeguarding certification		✓
Current First Aid certificate		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
A good level of ICT skills (Microsoft word, excel, outlook)	✓	
Ability to create and maintain a database	✓	
Knowledge of school policies and procedures		✓
Ability to multi-task to achieve deadlines in a diverse working environment.	✓	
Working knowledge of Data Protection		✓
<b>PROFESSIONAL SKILLS</b>		
Highly competent in dealing with matters of a confidential and sensitive nature	✓	
Able to reflect on and analyse own practice.		✓
Flexibility and desire to work as part of a team.	✓	
Good organisational skills in work-related matters.	✓	
Effective in communication at all levels	✓	
Ability to be flexible within a post that requires different skill sets on a daily basis.	✓	
<b>PERSONAL QUALITIES</b>		
A caring nature and a genuine love of children	✓	
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong inter-personal skills	✓	
A willingness to challenge yourself and achieve excellence	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	
Possess additional skills to support the extra-curricular activities at Gildredge House		✓
A willingness to participate in school events	✓	

*“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”*

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is **Monday 6<sup>th</sup> March 2023**. If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on **Monday 6<sup>th</sup> March 2023**.

**We look forward to hearing from you.**