



GREAT WALSTEAD  
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking to appoint a

## **Receptionist (Late)**

**To start As Soon As Possible**

**Working 1 – 6 pm, Monday to Friday, Term Time plus 6 Inset Days**

**Full Time Equivalent Salary - £24,752.16 per annum**

**Competitive Salary, plus an extensive benefits package including a generous pension contribution, death in service, use of the extensive grounds out of working hours, free meals during term time, free staff parking and an employee assistance programme.**

The successful candidate will be joining a busy, flexible and friendly office team, providing a welcoming, professional and efficient service to our parents, staff and visitors. The duties of the role will include -

- Answering the school telephone and relaying messages
- Maintaining afternoon Attendance Registers
- Maintaining and updating Sign-out sheets

Further details and an application form can be obtained at the School's website

<https://www.greatwalstead.co.uk/contact-us/jobs-opportunities-sussex-school/>

**Closing date for applications: Noon, Thursday 4<sup>th</sup> April 2024**

**Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.**

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Registered Charity No 307002





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### **Job Description**

**Job Title:** Part-Time School Receptionist (Late)  
**Responsible to:** Finance and Office Manager

#### **Main Purpose of role**

The School Receptionist will be part of a busy, flexible and friendly office team, providing a welcoming, professional and efficient service within the front office of the School.

#### **Responsibilities**

##### ***Reception***

- Answering phones, taking and relaying messages by email/paper/verbal
- Signing in/out visitors to the School
- Franking outgoing post
- Collating/photocopying mailshots as required
- Signing for/dispatching parcels
- Keeping reception area tidy and clean
- Maintaining and updating Sign-out sheets daily
- Calling parents to complete sign out procedure as required
- Making up car permits and maintaining issue lists as required
- Updating and renewing children's index cards on desk
- Supervising pupils in the reception area (awaiting collection)

##### ***Registers and consent forms***

- Maintaining Attendance Registers pm – checking entries and calling parents if necessary
- Updating Attendance registers
- Completing Wednesday afternoon registers for Years 5 – 8
- Completing Thursday afternoon registers for Years 3 – 4
- Collecting registers at fire drills

##### ***School Office duties***

- Filing
- Assisting students with using the visitors phone
- Co-ordinating Lost and Found property with Gap students
- Photocopying leaflets as required
- Ordering stationery when required

- Maintaining stock and distribution of all ink for photocopiers and printers in school
- Organising or undertaking Photocopier maintenance when necessary
- Maintaining stock of resources in Maths Cupboard/resources/maths room
- Collating welcome/prospectus for admissions
- Making calls for sports department to parents for transport to fixtures – weekly
- Sign in and out/checking walkie talkies regularly
- Laminating information sheets for kitchen and other staff as required
- Using of walkie talkie communication daily/battery charge check daily

To perform any other duties commensurate with the job title and remuneration as directed by the Finance and Office Manager, .or Director of Finance and Operations.

**Safeguarding responsibilities:**

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

## Person Specification

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Good level of literacy and numeracy.	GCSEs or equivalent qualification. Typing/word processing qualification. Administrative/clerical qualification.	Application form/certificates
<b>Experience</b>	Experience of working in an administrative role in an office or similar environment.	Experience of working as a receptionist in a school, educational environment or similar environment.	Application form/interview/ references
<b>Knowledge</b>	Knowledge of importance of excellent customer service.	Knowledge of databases. Awareness of the importance of safeguarding.	Application form/ interview/ references/In tray exercise/testing
<b>Skills</b>	Excellent interpersonal and communication skills. Good telephone manner. Professional manner and approach. Good organisational, prioritising and time management skills. Able to cope well under pressure. Ability to work collaboratively in a team. Able to maintain confidentiality.	Proficient use of MS Office (Word, Excel, Outlook, and Powerpoint). Ability to handle complaints.	Interview/ references/In tray exercise
<b>Personal Qualities</b>	Down to earth. Good sense of humour. Excellent attendance and punctuality. Positive and enthusiastic. Integrity, tact and diplomacy. Flexible, confident and polite attitude. Commitment to the values and ethos of the School.		Interview/ references

