



**Part-time School Receptionist
Information for Applicants**



PART-TIME SCHOOL RECEPTIONIST (3 DAYS PER WEEK)

Summer Fields is a boarding and day school for approximately 335 boys aged 4 to 13 years. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has always held a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top Public Schools in the country.

We are seeking to appoint a Part-time School Receptionist to provide a professional and welcoming reception service to all visitors to the Prep School and to carry out an extensive variety of administrative duties. Acting as the primary point of contact between the school and its parents and visitors, the ideal candidate will have excellent interpersonal skills, good personal presentation, a pleasant and confident manner with a well-organised and methodical approach. Written and verbal communications skills are important along with the ability to prioritise and work under pressure.

The term-time working hours are 8:00 to 17:00 with a one-hour lunch break. The working days are Wednesday to Friday plus occasional Saturday mornings during term-time. The hours during school holiday periods are from 09:00-17:00.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include a contributory pension scheme, life assurance, an employee assistance programme, swimming club membership and free parking.

Application Procedure

Please apply by providing the following:-

- A **fully completed application form**, including contact details of at least two referees.
- A **cover letter** explaining your previous experience relevant to the position.
- If you have a CV you wish to send, please do so, however a completed application form **with full details of your employment history** must still be provided.

We have not specified a deadline as we will consider each application as it arrives. If you would like further details please call the HR Manager on 01865 459238. Applications should be emailed to recruitment@summerfields.com.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

INTRODUCTION

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in North Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Men's sane in corpora sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 4 to 13; there are currently around 335 boys on the roll and the school is generally over-subscribed; indeed, numbers are set to rise over the next two years. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities.

The school is thriving at all levels and we have recently entered an exciting new phase in our history. In September 2018 we opened a brand new Summer Fields Pre-prep, catering for boys from Reception to Year 3. The school is housed in a stand-alone building: Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building has undergone a state-of-the-art re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for 80 boys aged 4 to 8.

ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is currently in Year 4, although a few boys join in Years 5 and 6 depending on places being available; these places continue to be available now that the new Pre-prep has opened. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

BOARDING

The boarding structure is horizontal, according to age, in six Lodges (Houses), where the boys are looked after by a husband-and-wife team. Every boy has a personal Tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from Lodge parents, Form Masters and Mistresses, the Head Sister and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually added to. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.

WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around 155 full-time and part-time staff with approximately 50 staff and their families living on site. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school. We are surrounded by beautiful grounds and we enjoy superb facilities.

THE POSITION

The School Receptionist is the first point of contact for all visitors to the school. The key responsibilities are ensuring that signing in/out procedures are followed for all visitors and that school policy is followed regarding the security of visitors; ensuring that morning and afternoon registration records are accurate; taking incoming telephone calls; responding to emails and dealing with queries as appropriate. Other general administrative duties include dealing with incoming and outgoing post; signing for and distributing parcels and deliveries; communications to staff and parents and maintaining and updating the school database.

The successful candidate will have excellent interpersonal skills and demonstrate proven experience of administrative and IT skills. Good communication skills, face-to-face, on the telephone and in writing are essential.

The term-time working hours are from 08:00-17:00 with a one hour lunch break. The working days are Wednesday to Friday plus occasional Saturday mornings during term-time. The hours during holiday periods are from 09:00-17:00. Lunch is provided in the dining room during term-time. There is automatic enrolment into the school's contributory Group Personal Pension Scheme for eligible employees. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary. Other benefits include access to an Employee Assistance Programme, swimming club membership and free parking.

APPLICATION PROCEDURE

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment;
- an enhanced Disclosure and Barring Service criminal records check.
- an overseas criminal record check is required for applicants who have lived abroad for three months or more in the last ten years.

Please apply by providing a **fully completed** application form and a letter of application. We have not specified a deadline as we will consider each case as it arrives.

To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. **Details of any gaps between jobs or between finishing education and employment must be provided.**

Applications should be emailed to recruitment@summerfields.com. If you require further information please call 01865 459238.

JOB DESCRIPTION

Job Title: Part-time School Receptionist (Job Share)

Purpose of the Job

To ensure the smooth running of the reception during the week to provide a professional front-line service and a prompt and courteous response to all enquiries. To deal effectively and efficiently with an extensive variety of administrative responsibilities.

Main Duties

- Welcome and generally act as the 'front of house' for visitors to the school.
- Ensure signing in/out procedures are followed for all visitors.
- Ensure that school policy is followed regarding the security of all visitors.
- Oversee the security arrangements for access to the main school site via the main vehicle gate and pedestrian accesses.
- Answer telephones and email queries and deal with visitor, parental and pupil queries and requests in a friendly and helpful manner, taking messages correctly and passing them on to the appropriate people.
- Liaise with teaching, administrative, medical and support staff.
- Circulate information internally and externally using email, iSams and/or SOCS.
- Support the School Office team with general administrative tasks and undertaking occasional typing and other administrative tasks for other departments as required.
- Ensure the morning and afternoon registration records are complete and accurate.
- Check pupils in and out of school outside of normal registration, e.g. for visits to senior schools and medical appointments.
- Maintain and update the school database, school records and school lists.
- Sort and frank outgoing post.
- Receive and organise incoming post and sign for deliveries.
- Ensure good organisation and general tidiness of the outer office and photocopying room.
- Any other duties that may be reasonably required. This list of duties is not exhaustive and may be varied from time to time.

General

- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Support the school in its aims, ethos and objectives.
- Comply with all health and safety procedures as required by the school.
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to, and comply with, the Safeguarding Policy.

PERSON SPECIFICATION

Essential Competencies

- Ability to present a calm, courteous and professional image at all times, whether on the telephone or in person.
- Excellent administrative and organisational skills.
- Ability to work effectively with colleagues at all levels, parents and pupils.
- Ability to work on own initiative and as part of a team.
- Ability to work under pressure and prioritise own workload.
- Good level of literacy (including spelling and grammar) and numeracy.
- Excellent interpersonal and communication skills.
- Excellent time management skills and ability to multi-task.
- Ability to produce accurate work consistently.
- Proficiency in MS Office (MS Excel, MS Word and MS Outlook) and databases.
- Good attention to detail.

Personal Attributes

- Welcoming and professional manner.
- Approachable and a willingness to help.
- Articulate and presentable.
- Discreet and confidential when dealing with sensitive issues.
- Ability to use tact and diplomacy when required.

Experience and Knowledge

- Previous experience in a similar administrative role level (a minimum two years' experience).
- Previous experience of working in a school environment would be an advantage.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- 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 those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked

about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Children's Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. For an EEA teaching candidate, this shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach:
- Where the role involves providing care for pupils under eight, confirmation is required that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.