



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Appointment of

**Part-Time
School Receptionist**

From September 2017

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School. In 2017 Chinthurst School joined the RGS group of schools.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior schools which have included Dunottar, Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Part Time School Receptionist

Reigate St Mary's School requires 2 part-time School Receptionists from September 2017 to cover the hours 8.00am to 5.30pm Monday to Friday during term-time.

The School Receptionist is the first point of contact that visitors and callers have with the school, and will be responsible for ensuring a friendly welcome and smooth arrival.

The job description below will apply to both receptionists and the principal duties will be as follows:

- 1. Receiving visitors to the school.** As the School Receptionist will often be the first point of contact that many visitors have with the school, it is essential that the School Receptionist presents a favourable impression in both appearance and manner. She/he will be responsible for overseeing the reception area and for ensuring that all visitors are courteously and efficiently dealt with, handing out security badges and, where necessary, guest log-in details.
- 2. Receiving deliveries** and notifying the relevant person of the items delivered. Contacting the maintenance team to deliver the packages to the correct location or to move to temporary storage area.
- 3. Manning the school switchboard.** The School Receptionist will be responsible answering the phones, dealing with all enquiries, forwarding calls and taking messages in a professional and polite manner. This will include responding to the concerns of parents regarding absences in the morning.
- 4. Maintaining school registers.** The good order of school registers is an important task and the School Receptionist will be responsible for managing the form registers throughout the day and contacting parents of children who are absent without reason.
- 5. School administrative tasks.** There are many administrative tasks associated with running the school and the Receptionists can expect to be involved with such as contacting parents, sorting data for clubs, inputting data to the new data base, collating house points etc. Tasks are assigned and overseen by the Office Manager.
- 6. Supporting the School Office** Where necessary, the receptionist will be expected to help the school office staff when reasonably required to. Each receptionist will be located in the school office for 1 hour during the lunch time period to help assist with first aid and other office duties.

This list is not necessarily exhaustive, however, and the School Receptionist will be expected to liaise closely with the School Maintenance Team and the School Office staff and may be called upon to perform other tasks as directed by the Head, Deputy Head or the Bursar. The School receptionist will be managed by the school office manager and be part of the RSM Bursar's department.

Hours of Duty (School Terms)

It is expected that the School Receptionist will work a combination of morning and afternoon shifts, but would be expected to be flexible, for example, willing to cover the other shift in the case of illness or absence:

Morning Shift: 08:00 – 13.00 Monday - Friday
Afternoon Shift: 12:45 – 17:30 Monday – Friday

Person Specification

This is a significant role within the school, and high quality applicants are sought.

Essential skills/qualities:

- A pleasant, welcoming and polite manner.
- Reliable, conscientious and trustworthy.
- Ability to work under pressure, and without immediate direction.
- Ability to communicate with a wide variety of people, from governors and visitors to students.

Desirable:

- Experience of reception duties, switchboard operation and security.
- Experience of administrative tasks.
- Experience of working in an educational setting.

Terms & Conditions

- This is a term time only, plus 10 days in school holidays, appointment working 25 or 23 hours 45 min per week. Term dates are published a year in advance on the school website (www.reigategrammar.org). The school normally closes for Public Holidays during term time.
- School receptionists would therefore be expected to work 38 weeks a year, which includes 4 inset days.
- In addition of the 38 weeks' pay, 4 weeks' holiday will be paid, rising to five weeks after five years.
- There is no uniform. However, it is expected that the School Receptionists will wear appropriate, smart business wear.
- Non-teaching staff at Reigate St Mary's School are remunerated according to the Local Government scales. The salary offered will be dependent on qualifications and experience.
- There is a six-month probationary period, with notice of one month on either side, after which the post will be confirmed as permanent, with three months' notice.
- An auto enrolment pension scheme is available for eligible employees.
All staff have free access to the school swimming pool at designated times each week.
- Successful applicants will be required to take an enhanced disclosure by the Criminal Records Bureau.

CHILD PROTECTION

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Criminal Records Bureau will be sought on all successful applicants. Full details are given on the application form. Other pre-employment checks will include references and a medical assessment.

APPLICATIONS

Applicants are asked to complete the enclosed Application Form and send it with a covering letter and CV by 9am on Wednesday 21st June interviews will take place the week beginning 26th June. Candidates should be aware that, in accordance with Child Protection processes, it is customary to take up references before final interview.

Applications may be made by letter or by email to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 22231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.