



Application Pack

School Receptionist

Annual salary of £11,612 (£22,368 FTE)

Start date: immediately

Closing date: until filled



In this application pack you will find information about the position and the school. The **job description** outlines the tasks that the successful candidate should expect to undertake once in post. The **person specification** outlines the kind of person we are looking for. Please read this information carefully.

The details of this role are as follows:

Reports to: Operations Manager

Working hours: 12 -5 pm. 25 Hours per week, 35 weeks per year. Flexibility required to cover some out-of-hours meetings/weekends/events as required.

Annual leave: 5.6 paid weeks per year

Contract type: Permanent - job share

Salary: £11,612 (£22,368 FTE)

Start date: immediately

Closing date: until filled

Probationary period: 6 months

Qualifications: GCSE Maths and English

If you have any queries or need further information about the position please do not hesitate to contact HR email hr@michaelhall.co.uk

I look forward to receiving your application.

Yours faithfully,

R Michael

Rowan Michael

Head of People and Culture



Application process

To apply for this role, you will be required to complete an application form and covering letter and return them electronically or by post with any requested supporting documentation to: hr@michaelhall.co.uk

Please include your recent CV as part of the application.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

We reserve the right to end this application as soon as we have successfully filled the post.

If you have not heard from us one week following the application deadline, your application has been unsuccessful on this occasion.

Previous applicants should not apply within 6 months of first application.

Michael Hall School has a commitment to safeguarding which is central to everything we do. The successful candidate will have an understanding of Equality and Diversity, and an appreciation of the requirements of teachers under the Safeguarding of Children & Vulnerable Adults regulations. All employees are subject to an enhanced DBS check.



School Receptionist Main Purpose

The School Receptionist will greet visitors to Michael Hall School, acting as a point of contact. They will be the 'face' of the school and responsible for creating a positive impression.

Job Specification: Responsibilities and Duties

Reception

- To provide a 'front of house' for the school, positively representing the school at all times.
- Undertake general administrative tasks as required by line-manager / School Business Manager (SBM).
- Provide support to the school administration team as directed by SBM or Line Manager.
- Dealing with all incoming calls to the school switchboard, answering queries and transferring calls as required.
- Meet and greet visitors to the school creating genuine relationships and positive rapport.
- Sign all visitors to the school in and out. Coordinate the management of visitor passes and issue these passes to all visitors to the school.
- Responsible for upholding safeguarding and site security protocol.
- Coordinate the management of lost property.
- Manage incoming and outgoing post and parcels.
- Manage internal post.
- Dealing with incoming emails to general enquires email address.
- Deal with booking of meetings and managing room spaces accordingly.
- Liaising with peripatetic teachers over regarding room bookings.
- Manage room arrangements for exams in conjunction with the Exams and Data Officer.
- Manage reprographic equipment in the reception office.
- Support the updating of the school database with changes to contact and other details as informed by parents.



- Liaise with LRC coordinator and ensure pupils have supervision if parents are late to collect their children.
- Undertake communications on behalf of the school as required by SBM or Line Manager.
- Manage health and safety in the school reception area.
- Work with the school nurse to provide a First Aid provision.
- Undertake IT work including Word, Excel, spreadsheets and general IT systems.

General

- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance.
- Record and communicate information about teacher absence as required by SBM, People & Culture or Line Manager.
- Act as main point of communication in emergencies.
- Undertake required duties as part of fire drill and fire team, as required by fire procedures and SBM.
- Undertake required duties as part of school lock-down team, as required by lock-down procedures and SBM.
- Act as coordinator for missing child and undertake duties in relation to this as required.
- Receiving, processing and safe-keeping of exam documents and exam papers.
- Coordinate ticket sales for events.
- Manage bus bookings and administration pertaining to this.
- Manage Afternoon Club bookings and administration pertaining to this.
- Manage bookings for school clubs and administration pertaining to this.
- Ordering and selling of PE kits to students.
- Support SBM with marketing, school events and fundraising activities as required.
- Take bookings for lettings to support Estate Manager in lettings management.
- Coordinate School Alumni work and communications.



- Support admissions and communication team as required by SBM or Line Manager.
- Proof read documents as required by SLT, SBM or Line Manager.
- Undertake other duties reasonably requested/assigned as required by SBM or Line Manager.

Equalities

- Implementation of the school’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Person Specification

Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Skills & experience</i>	<p>Good knowledge of Word, Excel and highly proficient with IT</p> <p>Good communication skills</p> <p>Exceptional administration skills</p> <p>Prioritise a demanding workload</p> <p>To be able to work to deadlines</p> <p>Able to work under own initiative</p> <p>Professional approach to work, combining integrity and respect for confidentiality at all times</p>	<p>Knowledge of iSAMS</p> <p>Previous admin experience particularly within a busy school environment</p> <p>First Aid trained</p>
<i>Personal Qualities</i>	<p>Enjoys working with people</p> <p>Committed to safeguarding and promoting the welfare of children and young people</p> <p>Excellent interpersonal skills</p> <p>Pro-active & solution focused</p>	<p>Previous experience of working with children and young people</p> <p>An interest in anthroposophy</p>



Information about the school

Michael Hall School is the largest and oldest Steiner Waldorf School in the UK. We are based in Kidbrooke Mansion, built in 1735, which stands majestically in 60 hectares of landscaped parkland adjoining the Ashdown Forest.



Our Ethos and Aims

Michael Hall aims to offer an education to children from KG to age 18 that addresses the whole human being. In working on developing this education as an art, the teachers are inspired by the work of Rudolf Steiner and share this work with the Steiner Waldorf school movement worldwide. Our aspiration was summarised by Marie Steiner in these words “Our highest aim must be to develop young people who are able of themselves to impart purpose and direction to their lives”. Our holistic approach attaches equal importance to the crafts, the arts and intellectual attainment.

With reverence for each child, the early years work builds a foundation for the whole of life-long learning. The class teacher guides children into society for the first 8 years of formal learning with loving authority, with a sense of the wholeness of life, making connections. In the upper school years the students encounter the expertise that can inspire them to find and achieve their own goals.