



BREDON
SCHOOL



Part-Time Receptionist Appointment Brief



About Bredon School

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of Receptionist

Job Title: Receptionist

Responsible to: Bursar

Hours of Work: Part-time 16 hours per week; 8.00am until 5pm Thursday & 8.00am until 4.00pm Friday. You will also be required to work some later evenings on a Friday for Parents Evenings, Showcases etc. and other days for training / INSET / Open days and events for which you will be paid overtime.

The Role

The Receptionist organises the administration duties for the smooth day to day operation of the school for the benefit of the pupils. The Receptionist is the welcoming face to the School for pupils, parents, and other visitors. The post holder also maintains the switchboard and the daily registers for the school. Excellent interpersonal skills, along with good IT skills is a must in this key role, along with being able to handle a fast-paced working environment.

Main Duties:

- Greeting all visitors to the school and maintaining the visitors register.
Informing catering of any visitors staying for lunch.
- Signing in and out of all staff, pupils, visitors and contractors using appropriate safeguarding processes.
- Ensuring all registers are taken and checking for anomalies using the SchoolBase system.
- Consolidating all school registers and being the first point of call for missing students.
- Answering all incoming telephone calls and directing appropriately.
- Maintaining switchboard. Adding, removing and changing telephone extensions/speed dial and memory numbers where necessary.
- Arranging diverts, updating and circulating internal/external telephone lists.
- Advising Estates Manager of any issues and arranging extension changes etc.
- Collating all staff contributions to the School Calendar and updating SchoolBase calendar. Adding trips, term dates etc.
- Updating relevant information on the SchoolBase system as requested First point of call for guests/new starters.
- Supporting the Senior Management Team and other staff with administrative tasks as agreed by your Line Manager.
- Keeping fire registers up-to-date.
- General housekeeping of the reception area.
- Assisting with any other clerical duties as required.

Health and Safety:

- To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.
- To carry out any necessary risk assessments in line with the school's health and safety policy.

Generic Accountabilities:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children:

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the post holder will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality:

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection:

During the course of your employment the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations and properly applied to pupil, staff and school business/information.

Benefits

- Free onsite parking
- Free lunch provided in term time
- Beautiful working environment

Person Specification

	Essential	Desirable
Qualifications	• Minimum 5 GCSEs – grades A–C, including English and Maths	
Experience and knowledge	• Previous busy reception / administration role • Excellent IT literacy • Ability to manage multiple tasks and adhere to deadlines	• Experience of google drive and docs • Previous experience of working in a school environment
Skills and aptitudes	• Effective communication • Cheerful disposition and ability to remain calm under pressure • Flexible approach • Team player • Resourceful • Effective time management • Accuracy and attention to detail • Excellent organisational skills • Ability to use own initiative • Excellent telephone manner • Problem solving skills • Sense of responsibility and confidentiality • Dedication and enthusiasm • Professional in both presentation and outlook • Commitment to Equality & Diversity • Commitment to Health & Safety • Knowledge of GDPR	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.