



BISHOPSGATE

SCHOOL RECEPTIONIST

INFORMATION FOR CANDIDATES

Required June 2024 or sooner





APPLICATION CLOSING DATE

SUNDAY 28TH APRIL 2024

INTERVIEWS COMMENCE

MONDAY 29th APRIL 2024

 bishopsgate-school.co.uk  recruitment@bishopsgatesch.uk

 Bishopsgate School,
Bishopsgate Road,
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independent
schools
council





Headmaster's Welcome


A very warm welcome to Bishopsgate, a school pulsating with life and opportunities, and I am truly delighted that you are considering joining our exceptional community.

At Bishopsgate, we boast a dynamic and enthralling environment, where childhood is not merely valued but cherished. Our unwavering commitment to exemplary pastoral care ensures that every child thrives, blossoms, and relishes their formative years with us. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey and beyond.

As the appointed Headmaster since September 2022, I stand resolute in my vision for Bishopsgate

- one where innovative teaching and learning are at the core of our ethos. We believe in offering our pupils a full spectrum of transformative experiences, an education that transcends boundaries and empowers them to embark on a path of endless growth and self-discovery. We take immense pride in providing an educational sanctuary where childhood is celebrated, and cherished memories are cultivated to accompany our pupils throughout their lives.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I extend my heartfelt wishes for every success in the upcoming interview process.

 Mr P Thacker
Headmaster

Ethos & Values

Bishopsgate is dedicated to unlocking the full potential of every child, guided by the unwavering principles embodied in our powerful motto – ‘Nil Nisi Optimum’ (Nothing but the Best).

Our school’s mission revolves around fostering essential qualities in each pupil, with a strong emphasis on independence, collaboration, and leadership. We diligently nurture these qualities by encouraging critical thinking, continuous learning, reflective practice, and effective communication, all while embracing the values of resilience, curiosity, and creativity.

We are committed to preparing our pupils for the challenges that lie beyond the school walls. Our focus extends beyond academics, as we strive to instil in them the personal qualities necessary to embrace challenges, adapt to uncertainty, and navigate complexity with poise and determination.

School Aims

Bishopsgate’s vision is to be a thriving and successful 21st century school for our pupils. Our purpose is to provide the highest standard of education delivering academic rigour in an enriched environment, empowering each child to fulfil their potential. To fulfil our vision, Bishopsgate’s strategy is:

- Outstanding teaching and learning, inspiring lifelong learners and developing critical and creative thinking, that permeates every area of Bishopsgate life.
- Placing communication at the heart of all that we do.
- A focus on employer brand, attracting, recruiting and retaining the highest calibre staff.
- A centre of excellence for wellbeing, fostering intrinsic motivation in every child, and shaping character through adventure and extraordinary experiences.
- To ensure the estate - as a place of learning and with biodiversity at its heart - keeps evolving and

inspiring our children, with all areas of school facilities up to a common standard and that reflect the outstanding quality of our education.

- Building enduring relationships with our communities, to create a caring and meaningful social and environmental legacy with a powerful sense of responsibility to others.

History & Estate

Nestled on the prestigious Crown Estate, on the edge of historic Windsor Great Park, lies Bishopsgate – a highly-regarded institution encompassing a sprawling 30-acre campus adorned with abundant outdoor play spaces and lush woodland. With a rich heritage dating back to 1896, Bishopsgate stands as one of England’s most venerable independent schools. Bishopsgate took its present form in 1996 through the amalgamation of Virginia Water Prep School and Scaitcliffe Prep School, epitomising the pinnacle of the co-educational day-school model. Today, the school thrives as a vibrant and joyous community; nurturing 400 pupils aged 3 to 13.

As a charitable institution, Bishopsgate shrewdly reinvests all funds, propelling a steadfast commitment to its people and resources. An eloquent testament to this dedication was the formal unveiling of a state-of-the-art £4.3 million sports facility in 2022, boasting four badminton courts, a climbing wall, a fully equipped gym, a versatile multi-purpose studio, and an all-weather sports pitch. The School’s prowess extends further to a well-appointed 25m 4-lane indoor swimming pool.

The main school edifice, an imposing Victorian residence, is home to the Dining Hall, Medical Suite, Performing Arts Studio, Library, and Food Technology areas. Adjacent to this lies the dedicated music school, a testament to the School’s holistic approach to education.

The heart of academic endeavours reside in two principal buildings. The Jubilee Building, catering to Years 5 to 8 or the, houses cutting-edge amenities like Digital Learning, state-of-the-art Science Laboratories, and well-resourced departments for Classics and Modern Foreign Languages. The equally impressive Windsor Building, dedicated to





Nursery through Year 4, also proudly accommodates a purpose-built Design and Technology Suite, enhancing pupils' practical skillsets.

As an embodiment of academic excellence and a bastion of charitable values, Bishopsgate remains steadfast in its mission to nurture future generations, preparing them to embrace the challenges and opportunities of an ever-evolving world.

Candidate search

We are currently seeking a dedicated and personable School Receptionist to become an integral part of our team. Bishopsgate is a much-admired independent school renowned for its exceptional standards and commitment to academic excellence.

As the School Receptionist, the successful candidate will embody the warm and welcoming spirit of our school community, ensuring that every pupil, parent, and visitor feels valued and supported from the moment they step through our doors. A friendly and professional demeanour will set the tone for their experience, creating a positive and inclusive environment for all.

With a keen focus on effective communication, you will serve as the primary point of contact for incoming calls, demonstrating your outstanding telephone etiquette and ability to handle multiple tasks seamlessly even under pressure. While prior experience in a school setting is not a prerequisite, it would be advantageous for this role. The School Reception holds a significant role within our school, serving as the initial point of contact for all visitors and callers. Adjacent to this area, you will find the offices of the Headmaster's PA, HR and Compliance Officer, and Assistant Bursar - an experienced and supportive team, always ready to lend a helping hand.

Our working hours are designed to accommodate both our employees' personal lives and the needs of our school community. You will enjoy a schedule from 8:00am to 6:00pm, Thursdays, Fridays and alternate Wednesdays, during term time, which

includes the full week at the beginning and end of each term, with an additional 10 days during the summer holiday period. Occasionally, you may be required to go beyond the usual end of your working day.

In recognition of the skills, qualifications, and experience of the successful candidate, a competitive salary commensurate with the responsibilities of the position is offered. Moreover, you will be joining a team that places the utmost importance on Safeguarding. Your vigilance and attention to detail will ensure that any concerns are promptly reported to our Designated Safeguarding Lead, guaranteeing the safety and well-being of our students.

If you are seeking an opportunity to contribute to a prestigious educational environment and play a vital role in shaping the first impressions of our school, we invite you to apply for the position of School Receptionist at Bishopsgate where the successful candidate will create a warm and welcoming atmosphere that reflects our commitment to educational excellence and embraces our vibrant community.

Salary & Benefits

- A package commensurate with experience will be awarded to the successful candidate.
- The school has its own generous salary scale and pensions scheme.
- If the candidate has pupils of Prep school age (Nursery - Year 8) fee remission is available subject to availability of places.
- Bishopsgate has its own wellbeing programme of activities and support and free membership of our onsite fully-equipped gym.
- Freshly-cooked lunch and snacks are provided at no cost during term-time.
- The School operates a Cycle to Work Scheme.
- Staff swimming sessions are available in our indoor swimming pool.
- There is free on-site parking at School.



Job Description

Role: School Receptionist

Hours: 8.00am to 6.00pm Thursdays, Fridays alternate Wednesdays,

Reporting to: The Bursar

Key Accountabilities

The purpose of the role is to undertake a range of delegated tasks and responsibilities of an interpersonal, secretarial, administrative nature in order to:

- Manage all aspects of the School Reception;
- Act as the first point of contact for School enquiries whether by telephone, email or face to face and to contribute to the smooth running of the School Office;
- To be a point of contact until all pupils out of school on fixtures or visits have returned, even if this is beyond the normal finish time;

- To monitor the taking of registers in lessons as well as doing weekly monitoring of attendance, including identifying pupils who are persistently late;
- To provide additional ad hoc administrative support as and when required in support of the School Office;
- Greet and welcome visitors and assist them as appropriate;
- Undertake a planned programme of Reception tasks and responsibilities;
- Provide appropriate guidance and support for pupils, staff and visitors;
- Contribute proactively to the School's operational procedures and policies, especially in the maintenance of a secure site;

Key Tasks and Duties

- To meet and greet visitors and to ensure a high level of security provision is provided and is compliant with the School's safeguarding, security and health and safety policies;
- To manage the switchboard and act as a message





point, passing on messages to staff voicemail boxes or making a note of absentees;

- To update / maintain the schools management information system (SIMS) with information as and when required;
- To notify relevant colleagues when their visitors arrive;
- To undertake and maintain a First Aid training qualification. In doing so to act as a member of staff on duty for pupils who are on site out of normal School hours and dealing with any concerns or issues;
- To ensure that the Reception area is kept tidy, informative and welcoming for visitors;
- To help pupils, staff and visitors with any enquiries they may have;
- To carry out other reasonable duties as required from time to time;
- To maintain pupil registers for pupils leaving site for; private appointments, sports fixtures, etc.;
- To help in overseeing pupil attendance. Ensuring that the School database is up to date and all pupils are accounted for;
- To help maintain the School email account;
- Ad-hoc tasks throughout the year depending on the school's calendar of events.

General

- To adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality
- To comply with school policies and procedures with regard to conduct and dress
- To participate in the evaluation of job performance through the Performance Management/ Staff Appraisal scheme
- To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

Terms & Conditions

Safeguarding

- Bishopsgate School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The safeguarding responsibilities of the post include:
- Promoting and safeguarding the welfare of pupils and young persons for who you are responsible and with whom you come into contact
- Following all codes of practice in relation to the safeguarding of the pupils's welfare: discipline; health and safety regulations; child protection; and the reporting of accidents
- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, s/he must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with pupils.

Whole Staff Responsibilities

- All staff must be prepared to work outside these hours occasionally to meet the requirements of the post
- Adhere to and promote all school policies, including those on code of conduct, whistleblowing, dignity at work and equality and diversity
- Comply with school policies and procedures with regard to absence and dress code



- Undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

Training

- All staff must attend INSET which is one or two days prior to the start of each term
- Undertake training appropriate to the role and keep up to date with emerging best practice
- Participate in the evaluation of job performance through the Professional Development Policy

Health & Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

Data Protection

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils;

and their parents, carers or guardians and others who are defined as data subjects under the Data Protection Act 2018. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster. This Job Description will be reviewed annually by the Headmaster.





Personal Specification

QUALIFICATIONS



Essential

- Experience as a Receptionist
- Experience of dealing with the public, including in person, on the telephone and via email
- Administrative experience
- To be able to use ICT effectively (training in the School's own management information system will be provided)

Desirable

- To be educated to A Level, including GCSE in English and Mathematics
- To hold a First Aid at Work qualification
- Experience of working in a school or other educational establishment
- Experience of monitoring attendance

EXPERIENCE



Essential

- To have excellent interpersonal and communication skills
- To work calmly when under pressure or when dealing with an emergency
- To have an excellent telephone manner and the ability to deal confidently with enquiries
- To be able to work with a high level of initiative
- To have the ability to multi-task
- To interact positively with pupils, staff, parents and visitors, including high profile members of the community
- To be able to organise effectively and efficiently

Desirable

- To have used a Management Information System (ideally in an educational setting)

PERSONAL QUALITIES



Essential

- To be committed to safeguarding and to promoting the welfare of children
- To be discreet and confidential
- To be pleasant, helpful and polite
- To be able to show empathy
- To be calm and confident
- To have a good sense of humour
- To maintain professional standards of behaviour and dress, in line with the School's Code of Conduct
- To have an appreciation of the importance of the function of this central role



The Application Process

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
- Applicants are required to complete the Application for Employment form available on the School website.
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- If you are currently working with pupils on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to pupils 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 pupils, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with pupils, your current employer will still be asked about your suitability to work with pupils, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with pupils

or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Pupils's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with pupils.
- References will be requested before interview unless there is a valid reason not to do so.
- An Online Search will be conducted prior to interview.
- All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

