

Alleyn's

**ALLEYN'S SCHOOL**  
**Townley Road**

**Dulwich**

**London SE22 8SU**

*Co-educational Excellence*

# **Appointment of Receptionist (part time)**

**Information for Applicants**

**CLOSING DATE: Friday 10<sup>th</sup> December at 5:00pm**



## **Introduction and School background**

Alleyn's is a friendly, caring, academically excellent, independent co-educational school for pupils aged 4-18. Alleyn's was the first major London school to become co-educational over 40 years ago and that philosophy is embedded across all aspects of school life. The Junior School is a member of IAPS, with pupils aged 4-11. The Senior School is an HMC school with pupils aged 11-18.

Alleyn's is a highly regarded school within the local community, across London and beyond. Both staff and pupils take great pride in this reputation. The commitment from all is evident in the continuing success and progress of the School.

Further details about the School, its activities and resources are given on the website [www.alleyns.org.uk](http://www.alleyns.org.uk).

## **The Responsibilities of the Receptionist**

The postholder will be the first point of contact for visitors to the school buildings and the focal point for parent and pupil enquiries. In particular the Receptionist will:

- Operate the switchboard, redirecting calls to appropriate departments as necessary and take messages, many of which are time sensitive and important.
- Be responsible for communication with the Post Office, franking of all post and preparing it for collection each day.
- Ensure a smooth handover to the other Receptionists, making sure that they are kept fully informed of any current issues.
- Be responsible for liaison with outside coach firms and cab firms, booking transport for school events.
- Manage minibus bookings, issuing keys for the vehicles and liaising with the maintenance department.
- Manage the stationery room, including ordering for pupils and staff, teacher/pupil planners and exercise books, being mindful of keeping down costs wherever possible. Take part in running the 'shop' at break time.
- Provide assistance to the Events Manager as requested.
- Manage Reception, keeping the area clean and tidy and welcome parents and visitors on a daily basis.
- Carry out filing, receive deliveries, liaise with porters, help with distribution of school magazines and flyers.
- Order the newspapers.
- Assist with the management of (with the PE Technician), lost property. Contact pupils when items are found and provide information about unnamed items.
- Maintain, update and distribute the School telephone number list.
- Liaise with the APA and take responsibility for forms handed in relating to APA events.
- Manage the School 'general' mobile telephones and troubleshoot the photocopier.

- Assist the pupils in using 'Uniware' cards. This will include providing lunch slips, checking funds on cards and advising pupils accordingly. Occasionally it may be necessary to contact parents directly.
- Be able to provide occasional secretarial support for teachers.
- Assist with archiving/file storage of historical records/files.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.

Any additional duties, as directed by the Bursar, which are within the reasonable capability and responsibility of the role holder.

### **Line Management**

The Reception team has free access to the Bursar, who is ultimately responsible for Support Staff.

### **The Candidate**

The role will require administrative, communication and 'people' skills of the highest order. Though it will be desirable to have appropriate experience and qualifications, the intention is to appoint the right person and not necessarily the person who best fits a pre-determined set of skills.

Practical experience of working in a school or knowledge of working in an academic environment would also help. First-rate IT skills and a willingness to develop IT knowledge further is essential.

The candidate will have the ability to work flexibly, efficiently and to deadlines. The post-holder will be courteous, friendly and approachable and understand the need to maintain discretion and act calmly. He/she will actively encourage and support staff and colleagues.

### **Arrangements for the Appointment**

#### *Applications*

Candidates should complete all sections of the enclosed application form which should be submitted together with a completed Equal Opportunities Monitoring Form, full Curriculum Vitae and covering letter (addressed to the Bursar, Stephen Born). Applications without a completed signed declaration on the final page will not be accepted. When completed, all documents should be emailed to **hadmin@alleyns.org.uk**

Alternatively they can be posted to:

HR Department  
Alleyn's School  
Townley Road  
Dulwich  
London SE22 8SU

### Interviews

This will consist of an interview with the relevant members of staff and may involve an aptitude/skills test. References may be taken up before the interviews.

### **Terms and Conditions**

This post requires the role holder to work 2 days in the term-time (Thursday and Friday 8:00am–1:00pm), and 25 days (5 weeks) per annum during the School holidays (9:00am–3:30pm). Founder's Day, one Saturday per year in late June or early July, is treated as a normal school day. The post-holder will also be expected to work up to two other Saturdays during the year – such as admissions exam days.

The salary will be £9,276 per annum.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan provides for matching 5% contributions from the employer and employee and is currently run through Scottish Widows.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

### **Safeguarding**

Alleyn's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of Alleyn's are required to submit to the checks undertaken by the Disclosure & Barring Service at the enhanced level of disclosure.

## **Equal Opportunities**

Alleyn's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

**November 2021**