

FACILITIES RECEPTIONIST
FOR APPOINTMENT AS SOON AS POSSIBLE

CLOSING DATE FOR APPLICATIONS: MONDAY 16th JULY

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

About the School

Founded in 1863, St Edward's is a co-educational boarding and day school for pupils aged 13 to 18 (year 9 to year 13); there are presently 680 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community. Boarding and day pupils live in one of 12 Houses, five for girls and seven for boys, with each House home to around 60 pupils from all year groups. Academic work is unquestionably the most important part of any education but at St Edward's, there is so much more to school life with numerous other activities including sports, music, theatre, dance and more on offer to all pupils. Beyond school, pupils and staff enjoy being part of the wider community of Oxford. It is an exciting combination.

About the Facilities Reception

The Facilities Reception is the first point of contact for the receipt of deliveries to the School, and is responsible for the School's outgoing postal arrangements.

About the role

The Facilities Receptionist reports to the Domestic Services and Lets Manager and provides a wide range of administrative support as follows:

Main responsibilities:

1. Receipt of deliveries ensuring that the appropriate information is input to the IT system, sending notification via email to the intended recipient and dealing with members of staff when they come to collect parcels.
2. Managing the School's outgoing post arrangements. This involves ensuring the franking machine is kept in working order and has sufficient credit, collating recorded and special deliveries and ensuring that all post is ready for collection when Royal Mail arrive and managing relationships and communications with external postal and courier service suppliers.

3. Issuing keys to authorised members of staff. Maintaining records of who is in possession of which keys and ensuring they are returned in a timely manner. Taking action to follow up any missing keys before the end of each day.
4. Serving in the School shop, maintaining accurate records of pupil and staff purchases for charging and forwarding information to Accounts.
5. Dealing with incoming calls to the Facilities department and forwarding as appropriate.
6. Dealing with queries both face to face and over the telephone, taking messages and ensuring that any resultant actions are assigned to the correct member of staff. This will include taking responsibility for the School's main phone during holiday periods.
7. Welcoming visitors and keeping the reception area clean and tidy and complying with associated School policies and procedures.
8. Any administrative duties as requested.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. The office is small and busy, and there may be additional tasks which the role might reasonably be required to undertake.

Hours of work

This is a part-time position, working mornings in a job share arrangement, Monday to Friday, 8am – 12.30pm. Hours of work will equate to 22.5 hours per week, during both term time and School holiday periods.

Salary

The salary payable will be £10,723 (pro-rata of £17,872 per annum). The salary is currently under review with a pay award pending from 1st September 2018.

Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The holiday year runs from 1 September to 31 August. All holiday, unless in exceptional circumstances agreed by the Domestic Services and Lets Manager, should be taken during the School holiday periods. The School closes completely over Christmas/New Year, staff are required to use 5 days of their holiday entitlement to cover this period.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Probationary period

The appointment is subject to a probationary period of three months.

Sickness benefit

During the first year of employment, entitlement to sickness benefit is four weeks at full pay. Subsequently, the entitlement in any continuous 12-month period will be six weeks at full pay, followed by six weeks at half pay.

About the Candidate

Person Specification Characteristics	
A good general level of education	Essential
Previous experience in an administrative role and excellent administrative and organisational skills	Essential
The ability to deal effectively with a wide variety of customers	Essential
Good spoken and written English	Essential
A good level of numeracy, accuracy and an eye for detail	Essential
IT literacy and proficiency in MS Office	Essential
Good people skills, including a welcoming and engaging manner	Essential
Able to work well under direction, but also to work autonomously when required and to manage own workload	Essential
Ability to maintain confidentiality	Essential
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the school in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If you would like further information about this post, please contact the Domestic Services and Lets Manager, by email: colesp@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.

Closing date for applications is 12 noon on 16th July 2018 with interviews being held as soon as possible after that date.