



HAMPTON SCHOOL

OUTLINE SCHOOL RECEPTIONIST Job Description

Job Title: School Receptionist

Reporting Line: Headmaster's Personal Assistant (HMPA) or the School Bursar.

Location: Hampton School Reception. It should be noted that, subject to planning permission, a major refurbishment of the Reception area is planned.

The post-holder will be required to work term-time only (approximately 35 weeks) to cover a busy school reception area between the hours of 7.30am – 12.45pm. There will also be a requirement to work five additional days (reduced hours) during the public examination results period each August and to be in School on Inset Days and for the annual Open Day.

Job Description

The successful applicants will be required to carry out the following duties:

- Greet all visitors to via the School's entry phone system and in person
- Complete Safeguarding procedures with all visitors – signing in and issue of Visitor Pass, advise visitors on the School's Safeguarding and Fire procedures
- Maintain the visitors' log
- Liaise with staff who are expecting visitors
- Answer the telephone (main switchboard) and deal with calls accordingly, taking and relaying messages as necessary
- Receive any items brought in by parents to be passed on to pupils and ensure all items are distributed correctly
- Deal sensitively with pupils, parents, and any other member of the public who contacts the School, be it by telephone, letter or email, and being fully aware of relevant School policies at all times
- Ensure that the Reception area is tidy at all times
- Arrange parcel couriers as required

Please note that there may be some changes and additions to the above, which will be discussed before implementation, and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities. The post holders will be required to undertake any other reasonable tasks as required by HMPA or the Bursar.

Person Specification

- A smart appearance, friendly/polite demeanour and good communication skills.
- A high level of proficiency in the use of ICT, including Word, Excel, databases (currently SIMS), email and Internet
- Energy, commitment and enthusiasm directed towards the smooth running of the School.
- The ability to identify and complete work independently.
- Be flexible and adaptable in order to meet the ever-changing needs and priorities.
- A willingness to assist and deal confidently with staff.
- A knowledge of the Education field would be an advantage but is not a necessity

Training

To attend the following courses

- An appropriate First Aid course
- Where necessary, to undergo on the job training under the general direction of the HMPA or Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the School where appropriate to increase competence, proficiency and safety awareness

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be £13,732 (full time equivalent £23,222) per annum. The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

2. Hours and Holidays

The salary is for a term time appointment of 26 ¼ hours per week. The working hours for the post of School Receptionist are:

7.30am – 12.45pm

You will work five additional days from 9.00am – 2.45pm (to include 30 minute lunch break) during the public examination results period in August. These working days are to be mutually agreed between the two post holders.

Post holders are expected to work on Inset Days and on the annual Open Day.

The salary includes payment for holidays that are to be taken during the School holiday periods.

3. Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

5. Non-contractual Benefits to staff

• **Pension**

You will be auto enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

• **Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

• **Health Care**

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy.

• **School Fee Reduction**

Child(ren) of staff at Hampton School or Denmead School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

- **Cycle to work scheme**
The School allows staff with an employment contract for 12 months or more to purchase a cycle through the “cycle to work” scheme to ride to work. Further details are available from the Bursar.
- **Childcare Vouchers**
The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.
- **Eye Tests**
In September each year members of staff receive a voucher for a free eye test at nominated opticians.
- **Personal Accident Insurance**
Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Drinks**
Staff are provided, at no cost, with tea/coffee throughout the day.
- **Lunch**
Lunch is provided at no cost.
- **Use of private vehicle**
Subject to a journey being approved by the Building Services Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**
The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.
- **Counselling**
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.
- **Sports Therapy**
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.
- **Multi-Gym**
The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.
- **Sporting Facilities**
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Sport/PE staff. Use for events such as parties is available but will be treated as a formal letting.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

6. Application Form

- a. Applications will only be accepted from candidates completing the School's Application Form in full. CVs may be submitted but will not be accepted in substitution for completed Application Forms in the absence of good reason.
- b. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- c. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- d. Where appropriate the successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post. Employment is conditional upon a satisfactory Criminal Records Bureau check for all applicants home and overseas.
- e. An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- f. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

7. References

- a. We will seek references on shortlisted candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the application form.
- b. Employment is subject to satisfactory references from suitable referees and references will be verified by telephone call.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences relating to children 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 children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although they may where appropriate, answer if your duties have not brought you into contact with children or young persons.
- d. In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees).

8. Interview

- a. 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 children.
- b. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copies 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 bodies.
- c. All candidates invited to interview must also bring with them:
 - A current driving licence including a photograph or a passport or a full birth certificate

- A utility bill or financial statement showing the candidate's current name and address
- Where appropriate, any document evidencing a change of name.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

9. Conditional Offer of Appointment: Pre-appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check at DfE List 99 and the Protection of Children Act List as appropriate
- A satisfactory DBS Disclosure
- Verification of professional status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to teach of Teachers and Entrants to Initial Teacher Training; or
- Satisfactory completion of the probationary period.

10. Warning

Where a candidate is:

- found to be on DfE List 99 or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court, or
- found to have provided false information in, or in support of, his/her application, or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfE Children Safeguarding Operation Unit.

General

- Offers of employment will be made on merit and in accordance with our policy of equal opportunities.
- Employment is also subject to a satisfactory medical report to the School's medical officer.
- Satisfactory results for the statutory employment checks are recorded in the School's centralised register of staff, supply staff and governors.

The School requests applications as soon as possible from interested applicants and reserves the right to offer the post at any stage in the appointment process and not to offer the post.



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HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

SCHOOL RECEPTIONIST

Hampton School requires a Receptionist to cover a busy school reception area between the hours of 7.30am – 12.45pm

This position is term time only (approximately 35 weeks) with a requirement to work an additional five days (at reduced hours) during the public examination results period in August.

The salary will be £13,732 per annum (full-time equivalent would be £23,222) and the post holder will enjoy a number of staff benefits.

The closing date for applications is Monday 19 June 2017 at 9am.

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer. Registered Charity No 1120005. Company No 06264434.