



# ST PETER'S

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## PREPARATORY SCHOOL

### **School Receptionist Candidate Pack**

**Start Date: 29 August 2024**

**Application deadline: 18 July 2024**

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[www.stpetersprep.co.uk](http://www.stpetersprep.co.uk)

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU







St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West. We believe in developing young hearts and minds to become the leaders of tomorrow. Our school values are Opportunity, Community, Endeavour, Achievement, Nurture and Fun. Join our vibrant community and embark on a journey of excellence, growth, and discovery.



**ST PETER'S**  
PREPARATORY SCHOOL

### Overview of vacancy

We are seeking an experienced and personable Receptionist to join our team. The successful candidate will have excellent communication and interpersonal skills to deal with parents, pupils and staff in a positive, polite and professional manner, confident to work independently but also able to work effectively within a team. The diverse demands of the job in a busy school environment require someone who is resilient and flexible. This is a full-time year-round position.

A job description can be found below.

### Salary and Benefits

**Position:** Full time, year-round

**Hours:** Monday to Friday 08:15 to 17:15

**Holiday entitlement:** Six weeks, to be taken during school holidays.

**Salary:** c.£25,500

**Probation period:** Six months

### Additional benefits

Lunch (during term time)

Pension scheme

Discount on school fees

Employee assistance programme

### Application process

Please [click here](#) to download an application form. Completed applications should be emailed to [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk) or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lypstone EX8 5AU **by 18 July 2024**.

We encourage applications as soon as possible and the School reserves the right to appoint before the deadline for applications.

**Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.**

**Provisional interview date: 31 July 2024**

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*

## Job Description



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PREPARATORY SCHOOL

**Role:** Receptionist

**Responsible to:** Director of Admissions and Marketing

**Primary purpose:** To provide a professional and warm welcome to all visitors and incoming callers, alongside a broad provision of administrative support to the school.

### Key Accountabilities

- Welcome and sign in/out all visitors and parents, maintaining accurate records, ensuring that safeguarding protocols are adhered to and preparing/serving refreshments as requested.
- Monitor the school email address and receive all incoming phone calls to the School, responding to queries and resolving issues in liaison with other members of the school staff as required.
- Receive all incoming post, parcels and deliveries, sorting and forwarding them to the intended recipients and franking/sending all outgoing post.
- Maintain pupil attendance records ensuring that registers are completed on time and following up unexpected absences with parents.
- Prepare and issue the weekly Newsletter to provide a professional and useful source of information for parents.
- Collate and oversee clubs/activities sign-up and registers through the term, liaising with the Head of Co-curricular as required.
- Issue communications to parents by text or email, using the school's MIS (SchoolBase), including the termly distribution of pupil reports.
- Update pupil records on the school's MIS to ensure accuracy and completeness.
- Update staff information as required, including photo boards, sign-in sheets, contact details and lockdown registers.
- Extract information from the school's MIS in the form of reports, labels and lists as requested.
- Manage the school's stationery stock, ensuring that supplies are ordered in good time and within budget, raising purchase orders as necessary.
- Prepare and produce letters and programmes for school trips, visits and events.
- Maintain the main School Reception area as a tidy and welcoming space for parents and visitors.
- Undertake general administrative tasks including parents' evenings, proof-reading, prizes/trophies, certificates, room bookings, exam bookings, weekly menus, immunisations, photographs, calendar distribution and Christmas cards.

### Essential Qualifications, Experience and Skills

- Strong customer focus and customer care skills.
- Personable and professional with a calm and friendly approach.
- Confident and calm in handling queries and complaints, using initiative and a logical approach to solving problems.
- Outstanding administrative skills with strong attention to detail and excellent record-keeping.

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- Excellent written and verbal communication, with both children and adults, including strong spelling and grammar.
- Good working knowledge of Google and Microsoft suite of office products and, ideally, an experienced user of a school information management system (preferably SchoolBase).
- Strong organisational skills, including prioritisation and finishing tasks to completion with limited supervision.
- Resilience and flexibility to cope with diverse and conflicting demands and the ability to work comfortably with repeated interruptions.
- Confident and competent working alone as well as within and across teams.
- A discreet and diplomatic manner with a respect for confidentiality.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.





## History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

### **Early Years (1880s-1930s):**

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Lymington and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Lymington. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

### **Expansion and Growth (1940s-1970s):**

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

### **Modernisation and Coeducation (1980s-2000s):**

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

### **Academic Excellence and Community Involvement (2010s-present):**

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte sits on the Board of IAPS and has previously held the role of IAPS Vice Chair. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse pupil body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



## Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

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. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including 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 concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. 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. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



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## Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

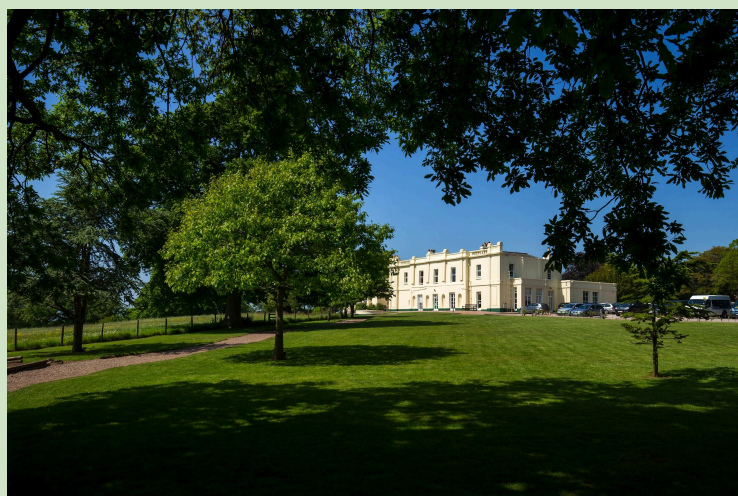
1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

**Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk).



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