

School Receptionist

Fixed Term Contract - 24 March 2025 to 25 July 2025



GREENFIELD
SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

RECRUITMENT
PACK



LITTLE SCHOOL
Fledglings & Owls

0-3 yrs



PRE-RECEPTION
Robins

3-4 yrs



RECEPTION
Reception

4-5 yrs



LOWER SCHOOL
Years 1 & 2

5-7 yrs



MIDDLE SCHOOL
Years 3 & 4

7-9 yrs



UPPER SCHOOL
Years 5 & 6

9-11 yrs

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



GREENFIELD SCHOOL

BRIGHT BEGINNINGS
BRIGHTER FUTURES

ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



AIMS AND ETHOS

Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



PERSON SPECIFICATION

We are seeking to appoint a part-time School Receptionist to join our School on a fixed term contract. We are looking for someone who is:

- Friendly and well-organised and has the ability to work collaboratively as part of a team as will on their own initiative.
- An excellent communicator and confident when dealing with parents, staff and pupils.
- Has a good level of IT skills and confident using spreadsheets and Word.
- Experience of working in a busy office environment.

Responsibilities include:

- General administrative duties as required
- Working collaboratively with the Receptionist Job Share to ensure a smooth handover and that the role works successfully.
- Engaging with parents in line with the School's communication strategy.
- Ensuring correct administration of any medication to pupils in line with the School's First Aid policy.

The successful candidate will join a hugely supportive and nurturing team in an award-winning Prep School who cares deeply for their staff. Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.



JOB DESCRIPTION

1. STATEMENT OF RESPONSIBILITIES

- To work under the reasonable direction of the Bursar of Greenfield School. To undertake the administration of the School Reception Area in accordance with the requirements of the conditions of employment detailed in this contract.

2. SPECIFIC DUTIES AS RECEPTIONIST

- Observe the strictest confidentiality and security of information
- To prioritise and organise own workload on a daily basis using own initiative and knowledge of work
- To undertake all reception duties and dealing with telephone enquiries and all other enquiries as appropriate. Liaison between parents and staff.
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly parents, and representatives of the governing body and the local community generally
- To undertake all duties as required by the Bursar and SLT
- To undertake general administrative duties as required
- To work collaboratively with the Receptionist Job Share to ensure a smooth handover and that the role works successfully
- To engage with parents in line with the School's communication strategy
- To ensure correct administration of any medication to pupils in line with the School's First Aid policy. Also to ensure all medication is stored safely, has a medication in school form, and is within date as per the medication register.
- To ensure relevant accident forms are loaded on to Engage
- To ensure registers are compiled daily.
- To deal with any parent queries regarding changes to After School Care and ensure all registers are complete and stored in accordance with the school's Data Retention policy.
- To attend events and other functions as detailed in the Staff Special Events Policy.
- To use all relevant systems on site including the visitor management system and management information system.

3. TRAINING AND DEVELOPMENT

- Participation in training courses as appropriate.

CONDITIONS OF EMPLOYMENT

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

HOURS OF EMPLOYMENT

- The role is term time (35 weeks) plus 5 weeks in the holidays (40 weeks in total).
- This is a fixed term contract and a part-time position.
- The working pattern is Monday-Tuesday 08.00 - 17.30.

EQUAL OPPORTUNITIES AND SAFEEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.

HOW TO APPLY

START DATE: AS SOON AS POSSIBLE.

CLOSING DATE: 5TH JANUARY 2024

INTERVIEW WINDOW: WE MAY INTERVIEW PROSPECTIVE CANDIDATES AS SOON AS APPLICATIONS ARE RECEIVED SO WE WOULD ENCOURAGE EARLY APPLICATIONS.

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview.

Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



**GREENFIELD
SCHOOL**

Old Woking Road, Woking, Surrey
GU22 8HY

hr@greenfield.surrey.sch.uk
01483 772525