

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Senior School Receptionist

October 2022



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Elizabeth College Senior School Receptionist

We are seeking a highly motivated, personable and positive individual with excellent organisational skills and experience working in a similar secretarial or administrative role to join our team in the Senior School Office from October 2022. The successful postholder will have four main task areas, to include Receptionist, daily pupil registration, refectory cashless card management, and support to our Vice-Principal (Academic).

This role is permanent, full-time during term-time for 36.25 hours per week, Monday to Friday from 8.00am to 4.15pm.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.



ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

Pastoral care and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.



With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form available on our website (www.elizabethcollege.gg) or on request from:

Mrs Lauren Lihou, HR Manager E: HR@elizabethcollege.gg
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

Assistance completing the form can be provided upon request from Lauren.

Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

We welcome applications regardless of age, gender, ethnicity or religion.

The closing date for applications for this post is **noon on Monday 26th September 2022.**





Job Description

Senior School Receptionist

Place of Work:	Elizabeth College, The Grange, St Peter Port, Guernsey
Employer:	Elizabeth College
Responsible to:	Bursar
Hours of work:	36.25 hours per week, 8.00am to 4.15pm during term-time including INSET days
Remuneration:	States of Guernsey School Administrative Assistant Scale

Main Duties & Responsibilities

In all these and any subsequently allocated tasks, a very high degree of tact, discretion and confidentiality will be expected. In the performance of your duties, you will work closely with the other administration and office staff with whom a close degree of mutual support and co-operation will be essential.

This post can be summarised under 4 main headings as shown below, with typical tasks inserted for each:

Receptionist

- Attending to Reception hatch enquiries – visitors /pupils /parents
- Administrative assistance to teaching staff upon request
- First Aid point of contact and logging of medication
- Front line telephone answering
- Recording of appointments in School Calendar
- Taking messages from all sources and delivering to students etc.
- Preparation and update of Fire Register
- Keeping Reception area tidy
- Timely and professional administration of office email inboxes including regular checking during the school holidays
- Co-ordination of seasonal events - Flu vaccinations, Christmas party, Box Office, Disco, Charity days etc.
- Attendance reports and administration as required for Assistant Principal (Head of Sixth Form)
- Filing
- Daily communication with Ladies' College
- Administration of Operoo forms (to be approved, printed, and filed)
- Signing in and out of Staff from site throughout the day
- Completing Accident Forms

Daily Pupil Registration

- Checking registers for absences and producing and circulating absence list
- Dealing with late pupil arrivals and afternoon registrations
- Reporting late arrivals weekly to Heads of Year
- Accurate maintenance of iSAMS records

Refectory Cashless Card Management

- Act as administrator and focal point for the College's catering cashless system
- Producing new and replacement catering cards for Pupils and Staff
- Producing reports for parents upon request
- Completing permission slips
- Ad hoc reports and correspondence relating to pupil's accounts to parents
- Printing of food labels for Refectory kitchen staff

Support to Vice-Principal (Academic)

- Diarising meetings with colleagues as needed
- Administration of action points from the Teaching & Learning Committee
- Administration of the Partnership Programme – diarising meetings with States/Primary Schools
- Booking rooms/IT etc. for meetings and presentations

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Bursar.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



Person Specification: Senior School Receptionist			
	Essential	Desirable	How assessed
Education and/or Qualifications:			
English and Maths qualifications at GCSE grade C or above, or equivalent	✓		Application form
Relevant secretarial/ administration qualifications		✓	Application form
Experience & Knowledge:			
Experience of working in a receptionist or administrative role on the telephone and in person	✓		Application form
Experience of working in a school or other educational setting		✓	Application form
Knowledge or understanding of HR processes		✓	Application form; interview
Fully proficient in the use of Microsoft Office, specifically Excel and Word	✓		Application form; Interview
Personal and Professional Skills and Attributes:			
Well-motivated and enthusiastic with high professional standards, a positive 'can-do' attitude and customer service ethos	✓		Interview
Able to remain calm and work as a team in a high-pressured environment	✓		Interview; References
Outstanding organisational and administrative skills	✓		Application form; Interview
Secretarial skills and excellent written English	✓		Application form; Interview
Flexible, pro-active approach to work including the ability to prioritise and re-prioritise, and to take initiative	✓		Application form; References Interview
Excellent interpersonal skills and able to communicate and collaborate effectively with pupils and staff at all levels	✓		Interview; References
Ability to deal with students, parents and staff in a sympathetic, confidential, and discreet manner	✓		Interview
Committed to continuing professional and personal development	✓		Interview
Tact, discretion and loyalty and integrity	✓		References
Able to deal with blood and vomit when required	✓		Interview
Desire to present Elizabeth College in the best light at all times	✓		Interview
A good sense of humour	✓		Interview