



# Reception/Office Administrator

NEEDED FOR SEPTEMBER 2024

**INFORMATION FOR CANDIDATES**

**CLOSING DATE: Open**

**INTERVIEWS: TBC**





## About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates over 280 girls from Nursery to Year 6, with each year group running a two form entry.

## Record of Success

Academic results are excellent, due to the focus on highly specialist and individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower Prep are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very

proud of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life

## Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

Glendower seeks to appoint a visionary individual who will bring a creative element to the role and will embrace the forward thinking and innovative environment that we are creating.

If you believe you have what it takes to further develop your career in a leading Prep School in the heart of West London, we would be excited to hear from you





## What we offer

- Competitive salary
- Generous Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff

## The Vacancy

We are seeking a dedicated Receptionist to serve as the first point of contact for our school community. This role is pivotal in creating a welcoming, efficient, and organised environment. The Receptionist will handle a variety of tasks to support our staff, students, and visitors, ensuring smooth daily operations.

## Key Responsibilities

- General duties required by the Headmistress, SLT, Office Manager and senior leaders
- Administrative tasks for teachers on an ad hoc basis
- Acting as the first point of contact for all visitors, demonstrating warmth and understanding
- Checking security and safeguarding arrangements for all visitors
- Carrying out visitor checks, staff/pupil sign-in/out
- Keeping the reception area neat and tidy on a daily basis
- Acting as main phone contact for the school and calling/emailing parents when necessary
- Office Email Management
- Daily Pupil Registration and maintaining attendance records
- Bus/coach bookings on a termly basis as well as liaising with coach companies on an ad hoc basis to cancel/arrange additional coaches as

required

- Curriculum Offsite venue bookings on a termly basis
- Daily Club Leader sign in and register assistance
- Drawing up weekly list of birthdays for Headmistress and addressing envelopes
- Updating annual Christmas Card list for headmistress
- Updating pupil iSAMS records with going home information in EYFS and Parent contact information

- Making Tanoy announcements as required
- Delivery co-ordination and distribution
- Fire Drill Register

## Additional Duties

- Handling confidential information sensitively
- Providing support for staff by arranging meetings, sending and relaying messages to and from parents etc.



- Dealing with general enquiries and deliveries
- Posting letters/ going to the post office
- Attending various functions throughout school year out of office hours, approximately three - five a year
- Providing assistance to the Parent Teacher' Association (GPTA) as and when necessary, on an ad hoc basis
- Being willing to be a team player at all times
- Supporting other members of office staff during exceptionally busy periods and occasionally picking up some of their responsibilities
- Working alone or on skeleton staff in the office/school during holidays
- Assisting with pupil supervision on an ad hoc basis
- Doing any other duties as requested by the Headmistress or SLT

## Skills and Personal Attributes

- Excellent communication skills, both written and verbal, with a polite and professional demeanour.
- Strong organisational skills with the ability to multitask and prioritise effectively.
- Experience in a receptionist or administrative role, preferably within an educational setting.
- Proficiency in Microsoft Office 365 applications and the ability to learn new software quickly.
- Experience of using a school MIS system (e.g. iSAMS) is preferred.
- A team player with a flexible approach to work, able to support colleagues across different functions.
- Commitment to maintaining confidentiality and handling sensitive information with discretion.

## Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin. Candidates should demonstrate a commitment to, and awareness of, issues relating to:

- safeguarding and child protection
- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of

the school and wider community

- ongoing relevant professional self-development

## Our Ethos

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two.





During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

### **Responsibility**

Students are responsible for their words and actions, and any consequences these may have.

### **Resilience**

Students learn from their mistakes and persevere when they find tasks difficult

### **Relationships**

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### **Readiness**

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### **Reflection**

Students respond to teacher's comments to help learn and improve, whilst providing thoughtful feedback to others.

### **Resourcefulness**

Students can use their imagination and think creatively.

## **Our Aims**

To encourage socially-aware, inclusive and responsible citizens.

To inspire our girls to be autonomous and resourceful learners

To promote reflective learning and intellectual curiosity

To develop courage, perseverance, and resilience.

To foster positive and kind relationships

To prioritise an ethos of responsibility for learning and actions.

To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM

To spark freedom of choice and thought so that our girls go on to become gamechangers





## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress. Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) and will be considered immediately upon arrival. Successful candidates will be contacted and interview dates will be shared in due course with those invited to attend, but will take place on a rolling basis.

Hours of work: Monday to Friday, 7.45 – 5.15 pm, term-time, all INSET days, first two weeks of the summer holiday, plus 5 additional days during school holidays as agreed with the Headmistress and Office Manager.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



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