



# PORT·REGIS

## Receptionist/Secretary

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint a warm and friendly Receptionist and Secretary with excellent communication and administration skills.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness; counselling, legal, medical, care, probate and bereavement support and services.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

Saturdays, term time only, 13.00-18.00

### Start Date

As soon as possible

### Job Description

#### Key responsibilities

- Providing a warm, friendly and helpful 'front of house' role for children, parents and visitors.
- Answering telephone calls and email correspondence.
- Pupil registration.
- Assisting with school administration e.g. organising parent meetings, school trips, bookings for class/hobby/holiday club sessions, organising and assisting with school events etc.

- All staff are expected to conduct themselves in an appropriate manner at all times and to support and foster the vision and values of the School.

### **General Duties**

- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Work with the Marketing team to promote the School.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake other such duties as may reasonably be required from time to time.

### **Person Specification**

#### **Essential**

- A commitment to promoting and safeguarding the welfare of children.
- Motivated to work with young people, able to form and maintain appropriate rapport and emotional resilience.
- Excellent interpersonal and communication (verbal and written) skills.
- Excellent IT, administration, organisational and time management skills.
- IT proficient, with experience of MS Office and social media platforms.
- The ability to work under pressure, to prioritise and manage a varied workload with accuracy and to ensure deadlines are met.
- Self-motivated and proactive, with the proven ability to work independently, and take responsibility for actions.
- A strong team player.
- Be willing to 'go the extra mile' and be flexible around the needs of the School.
- A kind, caring and cheerful nature.
- Diplomacy and the ability to maintain confidentiality when required.

### *Desired*

- Proven experience of working in a similar role and school setting.

### **Application Procedure**

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to Clair Beaty-Pownall at [peopleteam@portregis.com](mailto:peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 12.00 on 17th October 2025**. Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Staff Code of Conduct Policy in conjunction with your application.

### **Diversity and Inclusion**

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

### **Safeguarding**

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.