



PORT · REGIS

SCHOOL RECEPTIONIST & SECRETARY

Port Regis is a delightful preparatory school for day and boarding children aged 2-13. We are seeking to appoint a School Receptionist & Secretary to work on Saturdays, term time only, from 09.00-18.00.

Remuneration and Benefits

The successful candidate can expect:

- A competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall.
- To join a delightful team and exceptional working environment.

Job Description

Reports to: HR Manager

- Receptionist to main School Office. Providing a friendly and welcoming front of house service for children, parents, staff and visitors.
- Morning registration and following up any unregistered children with staff and parents.
- End of day check out for children.
- Dealing with telephone enquiries and emails to the School Office.
- Assisting the School's central support team with administration, marketing and communications as required.
- Helping staff and children with any queries.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Porregians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Safeguarding and compliance with our Child Protection Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- A friendly and welcoming nature
- A good team player
- Diplomacy and the ability to maintain confidentiality when required

- The ability to prioritise and share the workload with/support your team as required
- A proactive self-starter able to effectively manage their own workload and the smooth running of the duties required of the role
- Patience and a sense of humour
- Adaptable, flexible and calm under pressure

Desired

- Experience of working in an independent school
- Experience of working with ISAMs and SOCS

Equality, 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 and requiring reasonable adjustments.

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 on our website (portregis.com / key information / staff vacancies), along with a covering letter/email, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 Monday 5 September 2022. Early applications are encouraged.** Please read the Explanatory Notes and Child Protection & Safeguarding Policy in conjunction with your application.

Kevin Binns
Bursar

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection Policy & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.