



Evelina Hospital School

Tel: 020 7188 2267

recruitment@evelina.southwark.sch.uk

www.evelina.southwark.sch.uk

Headteacher: Anne Hamilton, MBE

Administrative Assistant & Receptionist

Salary	Hay 5 SCP 6-13 Actual pro-rata Salary for term-time working £24,694 to £27,445 (£28,977 - £32,205 Full Time Equivalent)
Contract	Term Time Only plus 5 inset days (39 weeks) / Permanent, 35.5 hours per week.
Closing date:	2 June 2025, 8am
Interviews:	Week commencing 9 June 2025
Start:	September 2025

We are looking appoint a well-organised and committed Administrative Assistant and Receptionist to work as part of the office team, responsible for a range of administrative and reception tasks.

The ideal candidate will have:

- excellent administrative and IT skills
- strong communication skills, both verbal and written
- Ability to work under pressure, handle interruptions, and work independently with initiative
- High level of confidentiality and discretion

What we offer:

- A diverse and supportive whole school team, each with their skills and strengths
- Outstanding CPD programme
- Wellbeing benefits including an employee assistance programme offering helpline and additional support with legal, financial advice and counselling
- Great transport links in the heart of Westminster
- Unique and rewarding work in an outstanding school

Visits are welcome, please call 020 7188 2267 or email recruitment@evelina.southwark.sch.uk to arrange an appointment. For further information and our privacy notices, please refer to the school website www.evelina.southwark.sch.uk

Interested applicants **must** complete the school application form and submit by e-mail to recruitment@evelina.southwark.sch.uk at the earliest possible time. The review of applications will begin as soon as applications are received. The school reserves the right to appoint before the stated application closing date should we find the suitable candidate. CVs will not be accepted.

Evelina Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to appropriate vetting and barring checks, as described in the current DfE Guidance "Keeping Children Safe in Education"



Administrative Assistant & Receptionist

Evelina Hospital School
Evelina London Children's Hospital
Level 3 (Beach)
Westminster Bridge Road
London SE1 7EH
020 7188 2267
recruitment@evelina.southwark.sch.uk
www.evelina.southwark.sch.uk

Headteacher: Anne Hamilton, MBE

Administrative Assistant & Receptionist

Responsible to

Office Administration Manager / School Business Manager / Headteacher

Salary

Hay 5 Scale point 6-13 (£28,977 - £32,205 Full Time Equivalent)

Pro-rata term time only plus 5 Inset days. Actual term time salary: £24,694 to £27,445

Working Hours

35.5 hours per week, 39 weeks per year

8:30am – 4:30pm (Mon)

8:30am – 4.00pm (Tues - Fri)

Lunch 12:15 – 12:45 (unpaid)

Role Summary

We are looking appoint a well-organised and committed Administrative Assistant and Receptionist to work as part of the office team, responsible for a range of administrative and reception tasks. The right candidate will have excellent administrative and IT skills and the ability to work unsupervised with a high degree of accuracy, tact and sensitivity. They will also have strong communication skills, both verbal and written.

Key responsibilities and overall objectives:

Reception duties:

- Providing an outstanding reception service, polite, courteous and actively demonstrate positive customer service skills
- To be the first point of contact for visitors and telephone enquiries to the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Monitor and respond to emails received in the 'Office' inbox
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Receive/send, sort and distribute mail and deliveries
- Control access to the school, ensuring all visitors and staff are logged on Sign In App, issued badges and have read the safeguarding guidance and fire evacuation procedures
- Carry out ID and other checks for first time visitors; volunteers and new employees to

comply with safeguarding protocols

- Keep the main reception area clean and tidy, Health & Safety and GDPR compliant at all times

Admissions and Records:

- Update school MIS daily with new admissions and upload relating documents as part of this process
- Update information held on the school's MIS to ensure information on the system is up to date and accurate
- Provide assistance with other information databases
- Keep accurate records of staff meeting attendance, training and absences

Communication:

- Ensure communication with staff, parents/carers is clear, professional, demonstrates excellent levels of literacy and is appropriate
- Populate and update the school diary with term dates, visitors, staff CPD, school events etc. as necessary
- Assist with the updating, organisation and distribution of leaflets and information for parents/carers
- Send out pupil reports as directed
- Organise and update school leaflets, posters and information for school displays

Administrative responsibilities:

- Deal with daily information on school MIS, school register and contact parents and medical staff when required
- Attend and minuting whole school meetings and, other meetings ensuring the minutes are completed accurately and in a timely manner
- Monitor and order of office and kitchen supplies when required
- Call maintenance for premises or equipment issues as and when required and maintain the maintenance register
- Carry out duties placed on staff by Health and Safety legislation. Attend H&S meetings and maintain the register of any accidents
- Update staff and pupil noticeboards
- Assist with the organisation of staff; Governors; parental and pupil events
- Create new visitor passes and add members to Sign In App
- Update and monitor entries to the school diary in Outlook
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Support with school events, organizing and liaising with stakeholders involved. Such as Governing body meeting, school exhibition and outreach events
- Provide support to Senior Leadership Team (SLT) and teaching staff efficiently and professionally, as necessary

Financial responsibilities:

- Arbor Finance administration - including creating purchase orders for authorisation
- Order, receiving delivered goods and preparing invoices for payment; obtaining quotes
- Update school asset register and conduct school annual asset inventory check

- Follow school scheme of delegation and financial procedures

Other expectations of this role:

- Maintain and promote the school's Vision and Ethos. Work within the school's policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain clear expectations and high standards of professionalism and to collaborate to meet the school's priorities as exemplified in the School Development Plan.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Participate in training to be able to demonstrate competence and self-development, including First Aid and fire training
- Contribute in meetings and being a supportive member of the school team
- Adhere to all school policies and procedures as set out relating to safeguarding and child protection, health and safety, and Data protection
- Ensure confidentiality is maintained at all times
- Meet any other reasonable request that helps with the efficient running of the school

Review and Amendment

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. The successful candidate should be willing to undertake further training and development and to carry out any other task that may be reasonably required by their line manager or Headteacher.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you.

Equal Opportunities and Safeguarding

The Evelina Hospital School is committed to equality of opportunity and to safeguarding children. Successful candidates will be subject to an enhanced Disclosure and Barring Services check, suitable references and other employment checks.

Person Specification

Job Title: Administrative Assistant & Receptionist		
	Essential	Desirable
Qualification and Experience		
Experience of working in an educational environment		√
Experience of working in a school office or similar administrative role		√
Educated to degree level or equivalent	√	
Knowledge and Skills (assessed at interview)		
Strong ICT skills – evidence of substantial and current experience of using Microsoft Office; Teams; Outlook (or similar)	√	
Excellent literacy and numeracy skills	√	
Effective and clear communication skills	√	
Experience in delivering effective and efficient administrative support	√	
Ability to multi-task, handle interruptions and remain calm under pressure	√	
Experience of minute-taking and supporting meetings		√
Experience with Arbor finance (desirable but not essential as training can be provided)		√
Experience in demonstrating excellent organization, prioritization and time management skills	√	
Personal Attributes		
Maintains high standards and a keen eye for attention to detail	√	
Emotional resilience in working with challenging behaviours	√	
Exercises sound judgment, especially relating to confidentiality and discretion	√	
Calm and professional under pressure	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy and the Staff Code of Conduct	√	
Safeguarding		
Evelina Hospital School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be subject to appropriate vetting and barring checks.		
Special Conditions of Service		
This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with school safeguarding and DBS procedures.		

PRIVACY NOTICE FOR JOB APPLICANTS

Document Control
Reference:
Version No: 4
Version Date: 22.08.2023
Review Date: 22.08.24
Page: 1 of 6

Document Owner and Approval

Evelina Hospital School is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with School's policy review schedule.

Signature:

Date:

Change History Record

Version	Description of Change	Date of Policy Release by Judicium
1	Initial Issue	06.05.18
2	Updated for UK GDPR and international transfers outside of the UK	06.05.21
3	Updated to include reference to online searches	20.07.22
4	Created a separate paragraph for collecting special category data.	22.08.23

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

This notice applies to job applicants. Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects this Information

Evelina Hospital School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;

- Details collected through any pre-employment checks including online searches for data;

We may also collect, store and use the following more sensitive types of personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
- Information about your health, including any medical condition and sickness records.
- Information about criminal convictions and offences.

After the shortlisting and interview stage, in order to make a final decision on recruitment, we may collect further information including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect this Information

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies, the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of the recruitment process.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Our Local Authority in order to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Information will be provided to those agencies securely or anonymised where possible.

| The recipient of the information will be bound by confidentiality obligations; ^{LT} we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be found in the School Staff Handbook or email your request for a copy to office@evelina.southwark.sch.uk

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available the School Office email: office@evelina.southwark.sch.uk

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found in the Staff Handbook or email your request for a copy to office@evelina.southwark.sch.uk

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your Rights of Access, Correction, Erasure and Restriction

Under certain circumstances, by law you have the right to:

- Access your personal information (commonly known as a "subject access request"). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.

- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the School Business Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the School Business Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.