

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA
Head of Upper School: Mr. Tom Phillips
Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ
Head of Lower School: Mr. Kevin Atkinson
Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



RECEPTIONIST / ADMINISTRATIVE ASSISTANT INFORMATION PACK

Permanent Vacancy

36 hours per week, Term Time plus 5 inset days
Salary – Scale 4, spinal point 7 – 11 plus Outer London Weighting (£27,814 - £29,499 pro rata)
circa £24,537 – £26,023 (inclusive of Outer London Weighting)

Required as soon as possible

Closing date: noon on Wednesday 26th March 2025
Interviews: w/c 31st March 2025



We **'ARE'** Preston Manor School
Ambition | Responsibility | Excellence



Welcome to Preston Manor School

A very warm welcome to Preston Manor School and thank you for your interest in the position at our school. I hope that you will find this information pack helpful. I am delighted to be the Executive Headteacher of such a vibrant and dynamic school. The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities. We also have extensive outdoor space. As a result our children benefit from plenty of exercise and learning outdoors at all stages of their school life.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: *Ambition, Responsibility and Excellence*. We are *ambitious* for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take *responsibility* for themselves as well as each other in our strive to achieve *excellence* for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

We are looking to recruit a proactive individual to assist in delivering excellent services with the school's administrative function.

The successful candidate will provide high level administrative support to Reception and the Administration team. We are looking to appoint a person with good literacy, numeracy skills, excellent organisational skills and a flexible working attitude are all essential. Excellent communication, time-management skills and the ability to work under pressure are also essential requirements of the role.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at www.preston-manor.com

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE

To provide a welcoming, professional and effective front of house service to Preston Manor School.

To provide administrative support and assistance within the school.

MAIN DUTIES

Receptionist

- Ensure the effective running of Reception by working as part of a team, acting as first point of contact for school.
- Manage the reception electronic mailbox which includes assessing enquiries and signposting to relevant departments/people or responding where appropriate.
- Answering and redirecting calls and messages efficiently and following up enquiries where required.
- Ensure visitor parking spaces are booked as required.
- Receive parcels/post/orders and notify the relevant member of staff regarding collection.
- Prepare and frank outgoing post and parcels and arrange collection if necessary.
- Print out visitor fire evacuation list during emergencies.
- Deal with day-to-day enquiries from students, parents, staff and visitors.
- Contact the Site Team on duty regarding any security issues.
- Ensure that customers are greeted and welcomed to the school in a calm and professional manner.
- Keep up to date with changing school information and maintaining key information for reference as necessary.
- Deal efficiently, professionally and effectively with all telephone and visitor enquiries, providing advice, answers and information without the need to redirect the caller whenever possible.
- Maintain records of day to day enquiries.
- Use the school's communication systems (e.g. daily briefing, email, website, internal post, etc.) to provide information to stakeholders as required.
- As part of a team, receive student absence calls, enter data onto the School's database system.
- Liaise with parents and carers as directed.
- Safeguard children by ensuring that only those with legitimate and essential business to enter the inner site may do so.
- Maintain accurate and complete records of visitors to the school
- Welcome visitors, issue security/identity badges and liaise with appropriate staff to ensure visitors are escorted to appropriate venue.
- Operate the system for ensuring visitor badges are returned and visitors sign out on exit.
- Assist with the management of contractors' entry and exit procedures, as required.

Administrative Assistant

- Undertake a wide range of clerical, administrative and general duties.
- Use Microsoft Word, Excel or other software packages to provide a high quality and efficient service in preparing documents and/or reports.
- Provide high quality initial information and guidance to students and potential students/parents regarding school provision.
- Input and maintain accurate student records on SIMs as required.

- Collect in hard copies for Reprographics orders and provide support as directed.
- Support student-centred events, such as Enrolment, Welcome Evening, Parents' Evenings, etc.
- Produce adhoc letters/correspondence for students/parents in a range of formats.
- Provide administrative and organisational support to curriculum and pastoral areas across the school as directed.
- Suggest improvements of operational procedures as necessary.
- Be willing to train as a first aider.
- Undertake any other duties as required by Line Manager.

General

- Provide general admin support including sorting and organising stock, arranging photocopying, ordering, assist with displays and noticeboards as required.
- Attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.

Other Duties and Accountabilities

Comply with School policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Executive Headteacher and/or Designated Safeguarding Lead.

Responsibility for resources

Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

This is a description of the main duties and responsibilities of the post at the date of production.

The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be required from time to time.

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- English and Maths GCSE A*-C or equivalent

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working in a busy office/reception environment (preferably in a school environment).
- Significant current knowledge and experience of using Excel and Word at intermediate level or above.

Desirable

- Knowledge of SIMS database or equivalent.

SKILLS AND ABILITY

Essential

- Excellent telephone manner.
- Good interpersonal skills and ability to communicate effectively verbally, in writing, and face to face with the ability to develop effective working relationships with others and the wider community.
- Ability to prioritize own workload and work to challenging timelines/work independently demonstrating strong organisational skills.

- Demonstrate high levels of confidentiality.
- Maintenance of school's databases (i.e. data input/retrieval) and ability to manipulate output data into charts and reports.
- Ability to demonstrate a flexible attitude and approach to tasks and working hours.
- Ability to work as part of a team.
- Willingness to participate and play an active role in school life.
- Attention to detail and maintain a level of accuracy.
- Excellent organisation and time-management skills.
- Ability to cope with unexpected situations.
- Adopt a supportive and empathetic approach to students.

Desirable

- Trained in First Aid or willingness to train as a First Aider.

EQUAL OPPORTUNITIES

Essential

- Commitment to School policies
- Committed to the promotion of equal opportunities