



Dame Alice Owen's School

NoR: 1,441, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

RECEPTIONIST

Required as soon as possible

Part Time Permanent Post

Term Time plus 2 weeks holiday working in August

Monday, Wednesday & Friday 12.30pm – 5pm (13.5 hours per week)

Salary Scale: H3/5, pro-rata actual annual salary £6,269

(based on £19,650 for the full-time equivalent post)

Closing date: Noon, Wednesday 31st August 2022

Interview date: W/C Monday 5th September 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The governors of this highly successful, partially selective, mixed school, wish to invite applications for the post of Receptionist to join our busy support staff team. This is a vital position with responsibility to ensure all our visitors are treated courteously and appropriately whilst upholding the school's stringent safeguarding procedures. Reception experience gained in a large secondary school /academy is desirable but not essential. The post will appeal to a flexible, enthusiastic, proactive and conscientious person who can work alone as well as part of a team, showing their own initiative.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Wednesday 31st August 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU



Headteacher | Mrs Hannah Nemko MA

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admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post: Receptionist
Location: Potters Bar, Hertfordshire
Closing date: Noon, Wednesday 31st August 2022
Interview date: W/C Monday 5th September 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact the School Business Manager, Jackie Campbell via recruitment@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Wednesday 31st August 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher



About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11-year-old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020 and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.



Job Description

Post Title: Receptionist
Responsible to: School Business Manager/HR Manager

Purpose of the role:

- To provide an efficient and courteous reception service.
- To support the school's safeguarding procedures in terms of visitor access and school access control.
- To provide general administrative support to the school.

Main duties and responsibilities include:

- To answer the switchboard, allocate calls to appropriate staff and answer queries where possible and appropriate.
- To control access to the grounds of the school by controlling the entrance gates via use of the intercom.
- To control access to the main building.
- To control timings of the entrance gates via use of NET 2.
- To greet visitors and sign them in appropriately via Entrysign, following school safeguarding procedures.
- To administer the Entrysign Visitor system.
- To distribute emails received through the generic school email inbox to the appropriate members of staff.
- To invoke SLT callout procedures where necessary.
- To process incoming and outgoing post, including internal post.
- To deal with queries from parents/students/visitors as they arrive at the reception desk.
- To liaise with bus companies to inform them of changes in the school day, or any other issues as appropriate.
- To deal with students who have forgotten/lost their locker key.
- To order spare locker keys when necessary.
- To sell & record sales of past papers.
- To create paperwork required for parents evening.
- To order a Christmas Tree.
- To archive admin emails.
- To complete any other general school administration deemed appropriate for your role by the Line Manager, or Headteacher.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.



Person Specification

Personal	Desirable/ Essential
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Ability to work as a team and alone	E
Approachable, friendly, helpful and able to find solutions	E
Organised and methodical	E
Motivated and a self-starter	E
Excellent communication skills	
Commitment to equal opportunities in service delivery and employment	E
Possess excellent communication skills	E
Ability to maintain a professional manner in challenging situations	E
Enjoys working within education	D
A friendly manner and good sense of humour	E
Competence	
Good organisational skills and good time keeping	E
Able to confidently handle customer queries and challenges	E
Demonstrable awareness relating to the welfare and protection of children	E
Experience of working in an educational and/or social care setting with young people	D
Effective communication with children, carers and other professionals	E
Ability to display an understanding of social/welfare issues as they affect children, families and schools	E
Ability to work alone as well as part of a team, showing their own initiative within department protocols/procedures	E
Ability to deal with difficult people and situations	E
Familiar with office equipment (phone systems, copiers, franking machines)	D
Familiar with ordering office/adhoc supplies and stock control	D
A positive attitude to personal development and training	D
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with children and families	D
IT literacy	D
Qualifications and Training	
Good level of literacy and numeracy	E
NVQ Level 3 or equivalent	E
5 GCSE's or equivalent including grade C in English and Maths	E