



South Hampstead

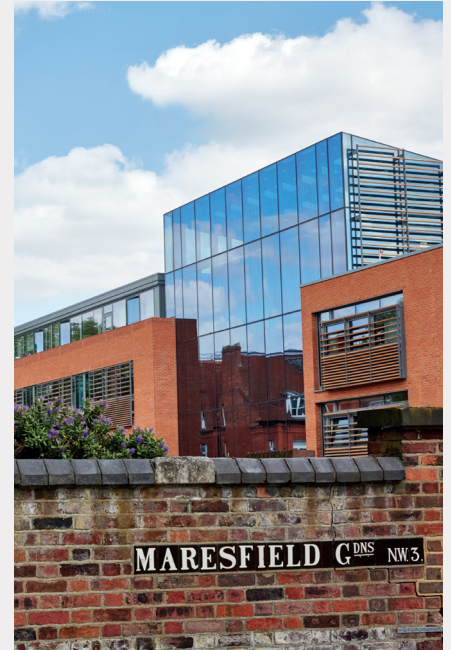
High School

G D S T

JOB APPLICATION INFORMATION

Receptionist

PART TIME, TERM TIME ONLY (2 DAYS PER WEEK)



South Hampstead High School – an independent day school of 900+ pupils, including approximately 265 girls in the Junior School and over 140 in the Sixth Form – welcomes girls aged 4 to 18 from across London. It is a very popular school and entry is competitive at all ages. Established in 1876, it is one of 25 schools and academies belonging to the Girls' Day School Trust. Located in leafy Hampstead, with the buzz of central London's cultural life close at hand, the school is very well served by public transport and there are excellent local amenities nearby.

Excellent academic results place us comfortably amongst the country's top schools, and our pupils leave us for some of the most prestigious universities in the country and worldwide – but there is so much more to an education here than the girls' headline achievements. Pupils go on to become prize-winning authors, ground-breaking scientists, passionate campaigners, successful entrepreneurs, distinguished lawyers and trailblazing creatives.

Working at South Hampstead is stimulating, challenging and fun. Pupils are intelligent and inquisitive, energetic and engaging. We offer competitive salaries, generous employee benefits – including opportunities for sabbaticals – and a warm, supportive environment. There is a strong emphasis on Continuous Professional Development and on supporting teachers to engage with leading education research.

THE GIRLS' DAY SCHOOL TRUST

South Hampstead High School was the ninth school to be established by the Girls' Day School Trust (GDST) in 1876.

Today, the GDST is the leading network of independent girls' schools in the UK.

Since its foundation in 1872, the GDST has been at the forefront of education for girls and a strong voice in promoting opportunities for young women. Through the Alumnae Network, this continues after the girls leave school.

“When I first stepped through the doors here, I knew that it was a very special place to be – the wonderful atmosphere, dedicated staff and energetic girls, who are such a pleasure to teach.”

— South Hampstead Teacher

AIMS & ETHOS

At South Hampstead we believe that education should be a truly enriching experience. We believe in the power of knowledge as a tool for thought and creative endeavour, and a source of lifelong inspiration and curiosity.

In and out of the classroom, we want our pupils to explore the big questions; debate and discussion lie at the very heart of a South Hampstead education. We aim to create abundant opportunities for creative output and to encourage pupils to take risks. In our teaching, we do what we know works and put research and reflection at the heart of our professional development. Teaching is a noble profession and our staff are central to our success.

We aim to provide outstanding breadth of opportunity in our curricular and co-curricular programme and to open our pupils' minds to a myriad of possibilities. We believe that involvement in school life is a key factor in our pupils' happiness. But it's not just about taking part; we aim to instil in pupils a sense of purpose, pride and determination and the belief that they can compete on the biggest of stages.

We aim to create a warm, tolerant and kind community where girls can be themselves and make friends for life. We want them to play their part in our community and in the community beyond South Hampstead. The 21st century is a time of unique opportunities and challenges; we have a critical role to play in preparing our young women to live and thrive, work and lead in tomorrow's world.

TEACHING & LEARNING APPROACH

South Hampstead follows a curriculum that equips each girl with the means to develop her intellectual abilities as well as her personal and social values. Students are able to explore a deep and expansive body of knowledge, and to discover their strengths and interests via a broad, balanced range of academic, cultural and aesthetic subjects.

Pupils are intelligent, inquisitive, confident, energetic and talented. The programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

South Hampstead students love to learn. The store we set by the power of ideas is evident in the quality of the conversation, both inside and outside the classroom.

Our teaching is known for its rigour and its passion. In-depth subject knowledge and expertise are givens for all our teachers, but equally important is an innate ability to inspire the very best from each student, both as scholars and as individuals. With a colourful mosaic of enrichment opportunities available – academic societies, national competitions, leadership roles, independent learning projects, incredible speakers and exciting trips – every girl has the freedom to direct her learning and to flourish. Our ambition each year is that our pupils leave us as assured, adaptable, inspired individuals, ready to make their mark on the world and lead happy, successful lives.

“Throughout the school, pupils are highly motivated, articulate and have strongly developed skills for learning... they are self-aware, reflective and show initiative.”

— ISI Report

BEYOND THE CLASSROOM

We are proud to be a busy, buzzy school with a lot going on. Each week there are well over 100 co-curricular activities for the girls to get involved in, before, during and after school. Regular guest speakers, a comprehensive enrichment programme, local and international trips, leadership opportunities and charitable endeavours combine to provide an exceptional range of experiences beyond the classroom.

South Hampstead has a well-established reputation in the creative arts. We welcome writers, poets and artists in residence and put on ambitious concerts and performances. Speaking up and speaking out is encouraged from the earliest years: we have an in-house debating coach and a strong track record in a range of public speaking competitions.

In sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual – there are over 65 sporting clubs and teams to join, with state-of-the-art facilities both on site and at our nearby 4-acre sports ground. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.

PASTORAL CARE

Our school is lit up by the attributes that matter most here – thoughtfulness, open-heartedness, respect, courage and honesty.

At South Hampstead we aim to encourage every girl to discover her own aspirations and to run her own race with regards to her progress and achievements. Under our unique co-tutor system, no form tutor is responsible for more than 12 pupils throughout the Senior School. They make sure every girl is thriving: supported, making good progress and feeling fully involved in school life.

Mistakes are learned from and successes are shared: each girl is encouraged to consider how she engages with feedback and to communicate her own strengths. There's plenty of experience on hand from older pupils: buddies and peer mentors provide a friendly face and practical advice, and a fun programme of intra-house activities regularly mixes the year groups, creating a real sense of togetherness and community.

Our programme of PSHE (Personal, Social and Health Education) prepares girls to go out into the world with confidence, inner strength and high self-esteem, ready to face challenges. There are also regular evening talks for parents, often reflecting the topics taught in class and as well as other issues on the minds of parents. We have a full-time nurse and counselling provision – it's completely normal for girls to sign up for sessions on any issue they like, completely free from any stigma. We understand how to educate girls, setting the feminist agenda and guiding well-rounded, well-grounded individuals to be the female leaders of the future.

THE CURRICULUM

The curriculum is designed to provide a secure and imaginative basis for academic progress at each key stage of a pupil's development. Our intention is that all our girls will develop their own enthusiasms and initiatives within a broad educational framework. The curriculum aims to provide our pupils with a rich experience in linguistic, mathematical, scientific, technological, human and social, physical, and aesthetic and creative education. It is designed to provide stimulation and subject matter appropriate for the ages and aptitudes of pupils. The teaching and learning environment is challenging but very fulfilling. The students are intelligent, inquisitive, confident, energetic and talented.

In Years 7, 8 and 9 the girls follow a full core curriculum, with Latin in all three years, one MFL in Year 7 and a second MFL added in Year 8. Drama, Art, Technology, ICT, PHSE and PE also form part of the programme. Maths is set by ability in Year 7 and French is set on the basis of the pupils' past experience in the language.

All girls currently study ten subjects to GCSE, including English Language, English Literature, Mathematics, one MFL and Science. Pupils can opt to study Classical Greek at this stage. Classical Civilisation A-level is offered at sixth form level.

The curriculum throughout the school is such that all the girls have excellent opportunities to learn and make progress in their academic studies, their personal development. Girls also enjoy opportunities in life beyond school. Their programme of work helps to ensure that each girl is thoroughly prepared for the next stage in her life, whether it is transition into the Senior School, higher education or adulthood.

BEYOND THE CURRICULUM

We have a great tradition of high achievement in the creative arts. Whether in Music, Drama, Art or Design and Technology, our girls are successful both in school and outside. There are many opportunities for them to perform and to exhibit their creative work throughout the school.

Music is at the very heart of school life, with a variety of major events each year and a host of smaller-scale concerts involving our many choirs, bands, ensembles and orchestras. It is our aim that every girl who comes to South Hampstead High School, regardless of her experience, accomplishment and aspirations, will have the opportunity, and every encouragement, to flourish as a musician.

Drama is packed with opportunities for all students to be involved both on stage and behind the scenes. There are many productions each year in both the Junior and Senior School, in which girls are encouraged to take an active part. We also participate in the annual Shakespeare Schools Festival and offer a wide variety of House Drama events, film making opportunities and master class workshops with external practitioners.

In Art, girls are encouraged to experiment and take risks while working within a fine arts framework. Students work with a range of media including textiles and sculpture. They also acquire skills in areas such as photography, filmmaking and animation.

Design and Technology is varied and very hands-on. Our older girls are regular award-winners in a number of competitions such as Young Inventor of the Year, Young Designer of the Year and Young Engineer of the Year.

Evidence of the talent we have here is displayed all around the school – paintings, sketches, photographs, sculptures and design projects that were created by our students are always on view.

In Sport, girls have the opportunity to participate in a wide range of activities, both as part of a team and as an individual, during regular lessons at our four-acre sports ground and in the gymnasium, or as part of our co-curricular programme. We currently offer a total of 20 different sports and in excess of 60 sporting clubs across the Junior and Senior Schools. There are regular overseas sport and music tours and overseas expeditions, as well as the more usual school visits at home and abroad. In the Senior School, girls typically spend three hours a week in Sport; in the Junior School, at least two hours. Specialist coaches work with the girls on occasion, and there is a Going for Gold programme for our most talented sportswomen.

The 4 acres of playing fields, squash courts and dance studio are some 10 minutes' walk away. Our aim is to cultivate a positive attitude towards recreational and competitive sport, developing the skills and team spirit needed for a lifetime enjoyment of sport.



The Role

We are seeking to appoint an organised individual to assist with the organisation of the smooth running of the Senior School Reception. This is a very customer focused role and as such requires excellent verbal skills and strong organisational skills.

Starting November 2021 or as soon as possible.

Receptionist

JOB PURPOSE

To provide a customer-focused and efficient reception service to visitors and telephone callers.

To present a welcoming and professional image of the school.

To assist in providing a general administrative service to support the smooth running of the school.

Specific Responsibilities

- Deal with telephone, personal callers and e-mail enquiries, dealing personally, in a professional manner, with routine enquiries, taking messages or referring to the appropriate person.
- Ensure that agreed security procedures are implemented for pupils, staff and visitors entering and leaving school premises.
- Receive incoming mail, sort and distribute to relevant staff; despatch outgoing mail.
- Accepting deliveries and arranging for transfer to the appropriate department/person.
- Undertake typing/word-processing of correspondence, reports and other documents for school staff, copying of documents as required.
- Recording data in SIMS.
- Maintain pupil and other records as required, including data input and filing.
- Record pupil absences, at both morning and afternoon registrations, and print registers according to fire and safety procedures.
- Collate and follow up pupil absences as required.
- Liaise with the School Nurse and parents regarding pupils feeling unwell or needing first aid or medical treatment.
- Liaise effectively with other members of the administrative staff to provide continuity throughout school office opening hours.
- Maintain the reception area as an attractive and welcoming space, which supports the school's marketing initiatives.
- Render emergency first aid to staff and pupils (training will be given)
- Undertake other duties related to the job purpose as required from time to time.

PERSON SPECIFICATION

- Excellent ICT skills, including word-processing and data inputting
- Efficient, accurate and able to manage own time
- Clear spoken English, and excellent telephone manner

- Excellent command of written English
- Sufficient literacy and numeracy to write clear messages and to keep statistical records
- Excellent organisational skills
- Ability to communicate effectively with all members of the school community
- Well-groomed, with dress standards and appearance appropriate to the role
- Systematic in approach to tasks, with attention to detail
- Calm and able to cope with interruptions
- Welcoming demeanour when dealing with people
- Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations
- Understanding of the importance of confidentiality
- Flexible and able to undertake other roles within the school office when required

ACCOUNTABILITIES

Communications

- Greet all visitors on arrival to ensure that they are made to feel welcome, and that their requirements are met or enquiries responded to as quickly as possible.
- Ensure that all visitors (going beyond reception) sign in and out and are provided with security passes to meet the requirements of security and health and safety.
- Operate the main switchboard and clear all incoming telephone calls as rapidly as possible, if necessary advising the caller of any delay, non-availability, or taking a brief message to be passed on as soon as possible.
- Monitor the answerphone and general enquiry e-mails and deal with enquiries or refer messages promptly to an appropriate member of staff.
- Deal with day to day queries from staff, students and parents, referring them promptly to an appropriate member of staff as relevant.
- Ensure that the reception area is covered at all times in accordance with agreed arrangements, including cover for meal and refreshment breaks.
- Keep telephone number lists and extension board updated in line with staff and/or location changes.
- If required, keep contact details on school website and other information sources up to date.

Management of resources

- Receive all incoming deliveries, checking and signing all delivery notes and informing the relevant person/department, in order to keep the reception area clear.
- Report all telephone faults to IT or the appropriate supplier as soon as possible.

Marketing and external links

- Deal with routine enquiries for factual information about the school and send out school information packs and other marketing materials as required.
- Ensure that the reception desk and reception area reflect an attractive, professional image at all times.
- Maintain marketing displays and other information in the reception area to ensure that materials are appropriate and up to date.

Pastoral Care

- Provide a supportive and sympathetic point of contact for students or parents in distress, summoning assistance as required.
- Assist with the maintenance of the attendance/absence register to ensure that absences are recorded and appropriately followed up.
- If qualified, provide emergency first aid to staff and students in the absence of other first aiders.

ADMINISTRATION

- As part of the administration team, provide general administrative services as required, including word-processing of documents and data input.

REVIEW AND AMENDMENT

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

TRAINING & DEVELOPMENT OF SELF AND OTHERS

Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

SUPPORTING THE WORK OF THE GDST

Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curricular activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- 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
- Adhere to policies as set out in the GDST Council Regulations, the Hub and GDST circulars

GENERAL INFORMATION

This role is a part time, term time only position. The hours are 14 hours per week.

This role is paid on the Grade 3 salary scale which gives a salary range of £23,000 - £25,500 pro rata.

We offer an excellent free lunch during term time.

The School is part of the GDST, the UK's leading network of independent girls' schools. We offer a variety of benefits, such as:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Interest free loans for training, computer purchase loans and travel season ticket loans
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- A discount of up to 50% on fees for children at GDST schools



APPLICATION PROCEDURE

To apply please go to the [GDST Recruitment Portal](#) or via the [GDST website](#) and complete the online application.

Closing date is Wednesday 6th October.

Interviews week commencing Monday 11th October.

It is the post-holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. You will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead (Deputy Head) or to the Headmistress. Candidates should be aware that they will be asked to undergo a DBS check.