



A M E S B U R Y





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SCHOOL OFFICE RECEPTIONIST

Dear Prospective Applicant,

At Amesbury Prep School, we believe that every interaction contributes to the warm, welcoming atmosphere that defines our community. As the first point of contact for pupils, parents, staff, and visitors, our School Office Receptionist plays a vital role in creating a positive and professional impression of the school.

We are currently seeking a friendly, organised, and proactive individual to join our team in this key front-facing role. The successful candidate will be responsible for managing the day-to-day operations of the school reception, supporting administrative functions, and helping to ensure the smooth running of the school office.

Amesbury is a vibrant co-educational preparatory school set in the beautiful countryside near Hindhead, Surrey. We cater to approximately 318 children aged between 9 months and 13 years.

Our ethos is built on excellence, inclusivity, and a strong sense of community, with staff embracing a 'work hard, play hard' approach.

This is a part-time position 28.5 hours per week over three days Wednesday, Thursday and Friday 8.00am-6.00pm term time plus two weeks in the summer holidays. Job share considered.

If you are passionate about providing exceptional service and thrive in a dynamic school environment, we warmly invite you to apply.

An application form can be found at **Careers – Amesbury School**.



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School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

Person Specification

As our School Office Receptionist, you will ideally:

- Have excellent verbal and written communication skills.
- Be approachable, professional, patient and calm under pressure.
- Demonstrate strong organisational and time-management abilities.
- Be confident using digital systems and office software.
- Show empathy and understanding in interactions with pupils, parents, and staff.
- Maintain confidentiality and uphold safeguarding standards.
- Be a team player with a positive attitude and a commitment to the school's values.

Key Responsibilities

As the School Office Receptionist, you will play a central role in the smooth running of the school's daily operations. Your responsibilities will include:

- **Front Desk & Communication**
 - Answer incoming calls, take messages, and respond to general enquiries.
 - Manage personal and reception email inboxes, responding or forwarding messages as appropriate.
 - Welcome and sign in visitors, check identification, and issue visitor badges.
- **Pupil & Parent Liaison**
 - Monitor morning and afternoon pupil registrations and update iSAMS with planned absences.
 - Maintain and update the daily Prep register, contact parents regarding unexplained absences.

- Communicate with parents regarding late returns from trips or fixtures.



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- Send out day trip letters, collect and track consent forms, and follow up on outstanding responses.
- **Administrative Support**
 - Coordinate weekly parent communications, liaising with staff and distributing the Wednesday email.
 - Prepare termly schedules for Breakfast Club and After School Care, manage bookings, and provide billing information to the Finance Manager.
 - Maintain accurate records for pupils using the school minibus service and liaise with the Finance Manager for billing.
 - Order and maintain stationery supplies for the school office.
 - Distribute incoming post and birthday cards to pupils.
 - Prepare and distribute the termly lunch register.
- **Event & Logistics Coordination**
 - Arrange transport for School trips and liaise with the Sports Department to check fixtures on SOCS, arrange transport. Process related invoices.
 - Administer ticketing for school performances and events.
 - Prepare orders of service for key school occasions including choral evensongs, remembrance, harvest, carol services, and speech day.
 - Compile and manage the list of cups for Prize-Giving, contact parents, and collate responses.
- **Systems & Records Management**
 - Set up and manage distribution groups on iSAMS.
 - Maintain and distribute the internal telephone list.
 - Upload fixture details to the parent portal and liaise with minibus drivers regarding security for home fixtures.
- **Health & Wellbeing**
 - Act as a First Aider and provide cover for the School Nurse during meetings or training.
 - Participate in staff wellbeing initiatives and attend INSET and training days as scheduled.
- **General Duties**
 - Provide flexible administrative support across departments as required.
 - Uphold the school's safeguarding policies and procedures at all times.

Safeguarding Commitment

Amesbury Prep School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and will be subject to enhanced DBS checks.

If you have any questions or would like to discuss the role further, please don't hesitate to get in touch recruitment@amesburyschool.co.uk