



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

RECEPTIONIST/ADMINISTRATOR



*Inspire
Empower
Shape The Future*

THE SCHOOL

Welcome to Borlase

Welcome to Sir William Borlase's Grammar School, where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and an outstanding extra and super-curricular programme.

History

Founded in 1624 on the same site we occupy today, the brick and flint Cloisters, clock tower and Chapel of Borlase share a street with Mary Shelley's cottage where she wrote Frankenstein, TS Eliot's house and the original site of the Royal Military College now at Sandhurst.

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

Our future

We continue to look forwards, always inspired to provide the very best opportunities for our students. We have recently embarked upon a major programme of investment in our site. A new sports centre was opened in 2021 and a new school refectory in 2023.



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WORKING AT BORLASE

A professional community

In joining the staff at Borlase, you would become part of a professional community dedicated to improvement. We invest heavily in staff professional development, but we believe that in a high-performing culture such as ours, the most effective professional growth comes through learning from others in the community and becoming more adept at self-regulated improvement.

We are recognised by the High Performance Learning organisation as a World Class School; testament to the commitment to research-led best practice that we have established at Borlase for over a decade.

We work closely with the local Teaching Hub to provide training for staff at all levels, including NPQs. We also support members of staff to work towards academic qualifications such as Masters degrees and educational doctorates.



Staff benefits

The children of members of staff are given priority in the admissions process in the event of oversubscription. Please see the school's admissions policy for more details.

We have a two-week October half term and there are extensive opportunities to accompany school trips to exciting destinations in the UK and beyond.

A commitment to wellbeing

We are committed to providing an outstanding, supportive work environment. An ongoing dialogue with staff about workload has led to changes in our working practice to reduce data collection and reporting points and to streamline our marking and feedback policy.

The Borlase staff is a friendly, sociable team and there are regular trips to theatre productions and sporting events. There is a well-provisioned staff



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Receptionist/Administrator

Pay Range 2 – 2 days per week (Thursday and Friday) 8am-4.30pm
Actual Annual salary £9,599 – £10,403 depending on experience
Term Time Only plus INSET days plus 2 weeks in August school holidays
Potential to increase to full time in April 2024

Job Description

Responsible to Heads PA/Administration Manager

Job Purpose

We are looking to recruit someone who will understand and deliver on the needs of the school in respect of Safeguarding and providing an efficient and friendly service to staff, students and visitors. This is a very busy role and it will require someone who is not phased by trying to juggle a number of demands.

Main responsibilities:

- To act as Receptionist by providing support for a range of office/school functions and providing a welcoming environment for all visitors, students and staff
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- To work as part of the administration team
- To post letters on the website and send correspondence as required
- To develop an understanding of how the school runs to ensure all requests are directed appropriately and confidently
- Operating the school gates when visitors/deliveries arrive
- Greeting visitors to the school and ensuring that they are properly registered in and out of the school
- Ensuring visitors are managed in accordance with school Safeguarding Procedures
- Helping with queries at Reception from pupils, parents, teachers and visitors
- Passing messages on to staff by in a timely manner
- Sorting and distributing incoming mail

THE ROLE

- To manage the telephone system
- To deal with all email traffic coming into parents@ and enquiries@
- Arranging the distribution of items brought into reception for students from parents
- Being part of the First Aid Team supporting students
- Update and maintain the room bookings and school calendar
- Carry out filing, printing and photocopying.
- Assist with the organisation of events such as Speech Day and the Carol Services.
- To liaise with the finance team and premises team in respect of deliveries
- To print staff and student badges as required

As with all members of staff the post holder is required:

- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with line manager and/or Headteacher;
- To undertake training and constructively take part in meetings to assist with the effective development of the post and post holder;
- To be committed to the school's core values and ethos and to demonstrate this commitment in the way duties are carried out, being courteous to colleagues and to provide a welcoming, friendly environment to visitors and telephone callers;
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times;
- To carry out duties and responsibilities in accordance with the school and Academy Trust's Health and Safety Policy and relevant Health and Safety legislation;
- To demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents,
- To observe proper professional boundaries and having regard to the safeguarding and wellbeing of students;
- The post holder is responsible for ensuring all child protection and safeguarding policies are adhered to and that any concerns or incidents are raised in accordance with these policies.

THE PERSON

	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English - confident numeracy and literacy. Strong all round GCSE profile	A Level Qualification or higher First Aid Training Safeguarding / child protection knowledge/ training
Previous Work	Administration role or training. Experience of communicating with a range of people in a professional environment.	Previous experience in an education environment Knowledge of SIMS
Professional Skills and Experience	Strong communication skills -written accuracy; telephone, face-to-face. Ability to work within limited deadlines and under pressure. Outstanding time-keeping and punctuality Highly organised, efficient with the highest standards of attention to detail in using microsoft word/ google docs and spreadsheets; records an relevant software and communication systems.	Experience of supporting young people in a school environment and working with parents. Experience with google software Experience with publishing programmes and or digital communications.

THE PERSON

	Essential	Desirable
Other Personal Qualities	<p>Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Effective, engaging communicator with children, staff and parents</p> <p>An effective team player, working with colleagues collaboratively</p> <p>A professional and responsive manner, adapting to the needs and emotions of young people and adults</p>	<p>Willingness to contribute to the wider life of the school.</p> <p>Experience in fostering good relationships between all members of the school community.</p>



HOW TO APPLY

Please do contact us with any queries or if you would like to discuss your situation with us first.

For an application form please visit www.swbgs.com and click on Vacancies

KEY DATES

9.00am Monday 2nd December 2024

Deadline for application

**We reserve the right to close the vacancy early
should suitable candidates apply before the closing date**

Applications submitted via email should be sent to Mrs Lynn Cupitt-Jones, HR, lcupitt-jones@swbgs.com

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance and the Trust's Safer Recruitment Policy.

All shortlisted candidates will be subject to an online search as part of the safer recruitment process.



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