



WESTONBIRT  
SCHOOL

# RECEPTIONIST & ADMIN ASSISTANT

- CANDIDATE PACK -



## THE OPPORTUNITY

Westonbirt School are seeking a friendly, organised, and proactive Receptionist & Admin Assistant to join our senior school team. This is a key front-facing role, acting as the first point of contact for parents, pupils, staff, and visitors, while also providing essential administrative support to ensure the smooth day-to-day running of the school.

The successful candidate will have excellent communication skills, strong attention to detail, and the ability to work collaboratively across departments in a busy and welcoming school environment.

## HOURS, SALARY & BENEFITS

Hours: Permanent, year round role.  
35 hours per week. 10:30am - 6pm

Salary: £24,115.00 pa

Benefits:

- 5% employer pension
- Means tested staff discount
- Complementary lunch where possible
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Access to fully funded apprenticeships
- 25 days annual leave + bank holidays
- Pre-paid shopping discount card

If you need any adjustment for the application or interview process please contact:

**[HR@westonbirtschool.uk](mailto:HR@westonbirtschool.uk)**

## APPLICATION & KEY INFO

To apply, please submit an application via eteach - [link here](#)

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



## JOB DESCRIPTION

### **Admin Responsibilities:**

- In charge of parent communications, calendar, bulletin, letters and iSAMS communications across the senior school. Including the preparation and distribution of mail-outs to parents and guardians;
  - Pupil Administration: Maintain accurate pupil attendance and absence records using iSAMS. Monitor daily and future absences, contacting parents where necessary and informing relevant staff.
  - Update and maintain pupil records, including pupil files and assisting with end of year rollover and new starters.
  - Support the administration of school trips, clubs, and events. Maintain and update school calendars and parent portals.
  - Prepare and maintain year group, class, and house lists. Coordinate fire registers in liaison with the designated Fire Officer.
  - Working with the Data Manager to ensure information on parent portal (MSP) is correct and up to date.
  - Extra-curricular clubs: liaising with finance, updating booking forms and distributing to the relevant staff and the Portal.
- Manage all incoming and outgoing communications (telephone, email, messages), ensuring queries are handled promptly and appropriately.
  - Build positive relationships with parents, supporting clear and effective communication between home and school.
  - Work collaboratively with teaching staff, HR, finance, estates, and catering teams to support the smooth running of the school.
  - Take the afternoon registration
  - Work alongside the other receptionist to ensure a smooth running of the school.

### **Other Responsibilities:**

- Support with key admissions events such as Open Mornings and Parent Evenings, as required.
- Support the wider administrative team with tasks such as photocopying, mailings, and data input.
- Any other administrative duties identified by the line manager as falling reasonably within the scope and range of the position.

### **Reception Responsibilities:**

- Monitoring the main office email inbox, using initiative to answer questions where possible before forwarding on to relevant staff;
- Ensure visitors are signed in and out, issued badges, and directed appropriately. Maintain a tidy, welcoming, and well organised reception area (with housekeeping staff support).
- Manage incoming and outgoing post distribution. Prepare refreshments for meetings and prospective parents and visitors.
- General Support & Logistics Assistance with day-to-day school operations, including:  
Collecting pupils for appointments



## PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

### Skills

- Excellent written communication skills with the ability to produce high quality documentation
- Excellent level of interpersonal skills to enable liaison with staff, parents, pupils, and external organisations
- Excellent organisational skills
- Ability to work methodically and efficiently with good attention to detail
- An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships
- A flexible attitude towards duties and working patterns to fulfil the requirements of the role

### Experience and Knowledge

- A confident IT user with experience of Microsoft Office and database software (iSAMS desirable, though training can be given)
- Proven experience of the operation of administrative systems
- Sound working knowledge of admin and office systems
- Knowledge and awareness of the importance of confidentiality and data protection
- Knowledge and awareness of the independent school sector

### Personal Qualities

- A 'can do' attitude and the willingness to work hard to get things done
- Resilience and a calm manner
- Ambition, energy, enthusiasm and commitment
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils
- A team player with a willingness to work collaboratively with others, sharing tasks where necessary.
- A good sense of humour.



## WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

