



WESTONBIRT
SCHOOL

RECEPTIONIST & ADMIN ASSISTANT

- CANDIDATE PACK -



WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!



Dina Porovic
Head



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

Part time position for 16 hours per week, Thursdays and Fridays, 9.30am to 6pm, term time only. You will also be required to work Saturdays for school events, sports fixtures, open days and admissions activities. Approximately 10 x Saturdays each term. The times to be confirmed inline with the Saturday event and activities programme.

Salary: £13.25 per hour.

Benefits:

- Complementary lunch
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Pre-paid shopping discount card
- Cycle to work scheme

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

HR@westonbirtschool.uk

APPLICATION & KEY INFO

Applicants should complete the school's application form - [link here](#)

The application form may be accompanied by a covering letter of no more than one page.

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.
- 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
- Manage all incoming and outgoing communications (telephone, email, messages), ensuring queries are handled promptly and appropriately.



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

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

