



GREAT BALLARD

Appointment of Receptionist



Information for candidates

Dear candidate,

Thank you for your interest in this post. These are exciting times for the school and we are looking for a friendly and enthusiastic Receptionist. with with a can-do attitude, who enjoys a varied role where no two days are the same.

The ideal candidate will be capable of providing excellent administrative support across the school.

We hope this pack will help you to get a sense of what makes our school special and the scale of our ambition for our pupils. This is a fantastic time to be joining Great Ballard and we are seeking exceptional people to be a part of our journey.

Don't hesitate to get in touch prior to application if you would like to know more.

Kind regards,

Jacqui Whall

Our Vision

When Ivor Poole established Great Ballard in 1923 he made a promise that the school would be different and that courage to stand out from the crowd still energises us more than a century later. The school maintains a proud reputation for academic excellence, for music, for the arts and for sport, but, above all else, Poole wanted everyone to be cared for and treated fairly, and it's a principle that still guides us. Great Ballard is a family in which everyone matters and no one is invisible. It is a school that cares, a school built completely around its pupils, a school with a heart.

While Poole's principles remain unchanged, the world beyond school refuses to stand still. Our duty to equip young people for an unpredictable future has never been more apparent. Our curriculum is broad, forward thinking and outward facing and we encourage pupils to look beyond our idyllic West Sussex bubble and to develop the skills required to adapt to change and genuinely make a difference in their worlds. We focus on leadership, problem solving and communication while covering a broad range of traditional subjects. But we also nurture a special passion for technology, computer science and communication skills which we champion without ever compromising the highest standards of literacy and numeracy. We see unique potential in all our children and support them to become the very best versions of themselves.

We deliver a 2-16 education. Our educational approach is built around the 4Hs (Head, Hand, Heart and Health) with an ethos rooted in building the strongest relationships and on empathy and respect. Our young people recognise a need to be role models but also to lift others, to serve and to give.

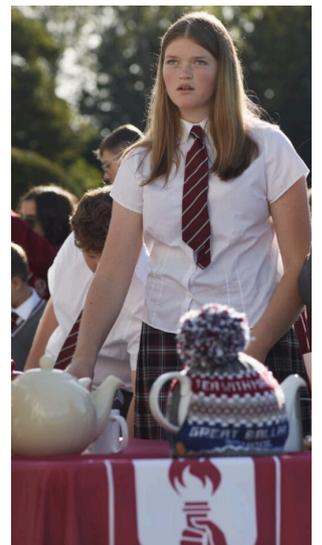
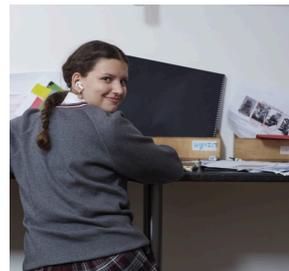


We love to take education beyond the classroom making the most of our wonderful location and prioritising creativity, teamwork and pupil well-being. While we celebrate achievements right across the co-curricular range, we also acknowledge the value of the arts and exercise in shaping happy, healthy and resilient young lives.

An Exciting Future

Great Ballard's spectacular site spreads from the main building, where our senior classrooms can be found, down to our Pre-Prep hub, Prep courtyard and specialist Science cookery and art centres. Outside we enjoy 30 acres of playing fields and woodlands as well as our own swimming pool and outdoor learning hub. Over the past 5 years the school has tripled in size, expanding from Year 8 up to Year 11 and welcoming an influx of new families across the school.

The school is on an exciting journey and keen to make it with a team who are looking for something fresh, something different and something special.



The 4H Approach



HEAD

Ambitious, tailored teaching focusses on individual progress and encourages intellectual curiosity and future-ready problem solving



HEART

Practical approaches to learning embed collaboration, creativity and communication and foster a diverse range of real world skills



HAND

Empathy and service foster a sense of belonging and self-worth, inspiring students to lift others and lead positive change



HEALTH

Mental and physical wellbeing provide the foundations for confident, spirited learning and vigorous, constructive lives

The Candidate

We are seeking an approachable, enthusiastic Receptionist with a can-do attitude to work closely with the Registrar and Business Manager to support the administrative and business functions of the school.

Previous experience of administrative support in a school setting is desirable but not essential. We are looking for someone who can act as first point of contact for parents and visitors, covering general administrative duties as well as providing pastoral support in this forward facing role.



Role Profile

Responsible to: Business Manager

The Receptionist will support the administrative function of the school in a front of house role supporting pupils, staff and parents.

Reception

- First point of contact for the telephone and visitors.
- Monitoring the office inbox and responding to emails in a timely manner.
- Answering door and making a positive first impression.
- Signing visitors in, distributing badges, explaining procedures, connecting them with staff.
- Signing for post and parcels, distributing as necessary, entering receipts in the purchase log ensuring delivery notes are passed to the Finance Team.
- Prepare visitors badges on a daily basis.
- Point of contact for pupils in need of help during the day.
- First point of contact for parents during the day.
- Aware of who is on site at any time.
- Responsible for working with the Registrar to keep the school's reception areas looking smart.

Administrative Duties

- General filing/copying/typing/for school and Head.
- Assist in general running of the department and supporting members of the administrative and staff teams.
- Maintain a first aid qualification and be responsible for administering basic first aid to pupils, keeping records to support the school's matron/medical lead.
- Booking the Head's meetings with pupils.
- Supporting the Head's PA with the Head's diary and admin need.
- Greeting visitors, answering the phone and passing on messages.
- On hand to welcome parents on open days and at big school events.
- Attending staff INSET and training courses as required.
- Compliance with the School's Health & Safety Policies and risk management procedures
- Organising 2nd hand uniform, liaising with parents and passing payments to Finance.

Registers, Lists & Forms

- AM and PM Registration of children and prepare and distribute absence lists/chasing any unexplained absences. Keep ongoing lists for Fire Evacuations.
- Oversee the absence system and highlight any patterns or concerns to DSL.
- Responsibility for updating last minute bus changes and printing list.
- Lists for staff taking trips/medical/emergency contact lists.
- Chase up and prepare team sheets and trip lists for distribution.
- Supporting booking systems for buses, wraparound care, clubs and activities, ensuring the Finance Team are kept informed where recharges are required.

Communications

- Managing daily communication with current parents.
- Be aware of what is going on around school and get to know all staff and pupils.
- Take and e-mail messages to staff and pupils.
- Keep a log of all staff and pupil birthdays for the Head.

Safeguarding

In addition to and alongside the above, all staff are expected to:

- Comply with safeguarding policies, procedures and the employee code of conduct.
- Demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing.
- Ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- Engage in safeguarding training when required.

Qualifications & experience:

- Excellent oral and written English.
- Extensive customer service experience.
- Computer literate with advanced Microsoft Office skills and experience of using Management Information Systems.
- Experience of working with children is desirable.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Terms & Benefits

- Start Date: as soon as possible
- The role is part time (2.5 days), term time only. Working day is 7.45am until 5pm.
- Fixed term contract until August 2027.
- Open and flexible membership of the Great Ballard Group Pension Scheme which includes 4 time life assurance, income protection insurance plus optional salary exchange.
- On-site parking and lunches during term time.
- Generous fee reduction for children.
- Employee Assistance Programme and other wellbeing initiatives in place.

Applications

Interested candidates are invited to contact Jacqui Whall to arrange a confidential discussion about the role: j.whall@greatballard.co.uk or call on 01243 814236.

Please email your completed application form and letter (both as PDF files please) to Jacqui Whall, at j.whall@greatballard.co.uk.

Safeguarding Statement

Great Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.

