Bournemouth School

Information for Applicants

Receptionist (part-time)

Bournemouth School is committed to safeguarding
and promoting the welfare of children and young people
and expects all staff and volunteers to share this commitment.
All posts are subject to an enhanced DBS disclosure.

✓ Hard Work ✓ Discipline ✓ Smart Appearance ✓ Respect

November 2026

Dear Applicant

Receptionist (part-time)

Thank you for expressing interest in the post of Receptionist (part-time) at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is **9.00 am** on **Friday 20 November 2026.** Your completed application form should be emailed to recruitment@bournemouth-school.org. *Please note: we may interview and appoint a suitably qualified applicant before this date.*

If you require any further information regarding the application process or the post, please email recruitment@bournemouth-school.org.

I look forward to receiving your application.

Yours sincerely

K. Ateaque

Mrs K Ateaque
Headteacher

Ofsted Outstanding Provider

Receptionist (part-time)
Job Description

Job Purpose

To provide reception/telephone services within the school; to ensure all visitors and/or telephone callers to the school are received in an efficient and effective manner.

(Enquiries from pupils and clerical duties in support of the school office services form a significant and flexible element of the job, including undertaking manual and computer data entry/extraction and other clerical duties).

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the postholder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the postholder.

General:

You are expected to fulfil the requirements of the job description.

Reporting to:

Business Manager

Hours:

10½ hours per week
1.00pm to 4.30pm Thursday
8.00am to 4.00pm Friday (with a 60 minute unpaid lunch break on Friday)

Worked Weeks:

38 weeks per year (38 weeks term time) **OR**
39 weeks per year (38 weeks term time plus 1 week INSET)

Annual Salary:

£6,134 to £6,230 pro-rata (38 weeks)
£6,295 to £6,394 pro-rata (39 weeks)

Grade:

BS Grade 4, point 4-5

Disclosure Level:

Enhanced

Effective Date:

1 January 2027

Main responsibilities and duties

1. To receive telephone calls, deal with enquiries directly, or redirect to the appropriate member of the school's staff, taking messages and arranging appointments and ensuring messages are passed to staff in a timely manner.

2. To greet visitors and personal callers to the school, ascertain the purpose of the visit, require visitors to register and arrange for visitors to be directed to the appropriate person and to be accompanied at all times within the school.

3. To liaise with caretaking services to ensure prompt movement of deliveries to the school.

4. To complete appropriate computerised data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database).

5. To ensure the reception area is tidy and hazard free.

6. To provide clerical support to all areas of the school (e.g. pupil listings, word processing).

7. To undertake general office duties, including the preparation, collation/copying reports, bulletins and documents, organising and maintaining filing systems and assisting in the absence of colleagues.

8. To be responsible for processing incoming and outgoing mail.

Knowledge and skills

Keyboard skills, to be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Good professional telephone manner.

Ability to work on own initiative and as part of a team.

Supervision and management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem solving and creativity

At busy times needs to prioritise.

Key contacts and relationships

Daily contact by telephone/face to face/email/post with prospective parents, students, feeder schools, staff, the local authority and visitors to the school.

Decision making

There is a need to establish the importance and urgency of contacts made.

Resources

General office equipment (e.g. computer, photocopier, optical mark reader, post/franking machine and telephone).

Working environment

Working in a busy office with frequent use of IT equipment. Restricted space.

The post is subject to frequent interruptions.

Occasionally processing heavy loads of incoming/outgoing mail.

Large secondary school with 1200 pupils and 150 staff.

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

Bournemouth School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Job description prepared by: Mrs C Brown
Designation: Director of Sixth Form/Assistant Headteacher
Date: November 2026

BOURNEMOUTH SCHOOL

PERSON SPECIFICATION – Receptionist (part-time)

Attributes	Essential	Desirable
Education and training	5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent	A recognised ICT or word processing qualification
Previous experience	Experience of using Microsoft Office suite (Word and Excel particularly) Experience of working in an office Experience of working with the public Good customer service mindset and telephone manner	Knowledge and experience of Arbor software or similar Experience of working in a school environment
Skills and knowledge	Excellent professional interpersonal, organisational and time management skills with the ability to prioritise Ability to communicate effectively, both verbally and in writing, with a wide variety of audiences High level of accuracy and attention to detail	Experience of working with children
Safeguarding	Understanding of the issues surrounding the safeguarding of children and a commitment to child welfare and safety	
Collaborative working	Is willing to work with organisational procedures and processes to meet the required standards for the role	Experience of developing successful working relationships with staff, parents, students and the wider community
Commitment to equality	Respects and values the different experiences, ideas and backgrounds others can bring to work and to the team	
Self motivation/ dynamism	Ability to solve problems, use own initiative, prioritise and meet deadlines Reflective and learns from past experiences	Evidence of continuing professional development and willingness to participate in further training and development opportunities
Additional factors	Excellent record of health, punctuality and attendance Willingness to work flexibly to meet the needs of the job and the School A team player with a healthy sense of humour and perspective Ability to work in a sensitive environment, maintaining high levels of confidentiality Ability to work in a rapidly changing environment with frequent interruptions	Awareness of current education issues and developments

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609



