Ref: WA093

School Admin Receptionist

Full time salary £23,382 per annum

Part time – Permanent Term Time (35 weeks), 28 hours per week

Closing Date: 18 March 2020

Westminster Abbey Choir School
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About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean’s Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are keys to the smooth running of the boys’ busy timetable.

Boys are selected by audition and academic test at the age of seven to start at the school in Year 4. At age 13 they normally move on to one of a wide range of leading independent schools, to which the great majority win music scholarships.

Although it provides one of the premier musical trainings available to singing boys, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

The school is generously staffed with seven full time and four part time academic staff, eight domestic staff and a dozen or so peripatetic music staff. As a department of Westminster Abbey the school forms part of the Abbey’s overall administrative structure drawing on its maintenance, finance and human resources departments.

In a school of this size, staff get to know each boy very well indeed and several of the staff live on the premises. Central to the school’s ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed this culture is common to the whole community of Westminster Abbey.

The intimate relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the wedding of Prince William and Catherine Middleton and the visit of Pope Benedict XVI. They also give public concerts both here and abroad, and make recordings.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from sailing and rock-climbing to origami and cooking. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: http://www.westminster-abbey.org/choir-school and a summary is provided in Appendix 1.
Job Description

JOB TITLE: School Admin Receptionist

ACCOUNTABLE TO: The Bursar & School Business Manager

KEY RELATIONSHIPS: The Headmaster's PA, Choir School staff, resident chef/manager, caretaker, matron, Music Department, parents of current pupils, visitors, and all relevant departments of Westminster Abbey

JOB SUMMARY: To provide an effective reception service to parents, carers, pupils and visitors. To undertake and assist with a wide variety of administrative tasks.

BACKGROUND: Westminster Abbey is both a place of daily worship, and is one of the UK’s leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising just over 350 employees and a greater number of volunteers. The Choir School is an integral part of the Abbey with the 30 pupils performing at Abbey services and events on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide an effective reception service including answering telephone calls, taking messages, welcoming visitors and accepting deliveries.
2. To ensure adherence with the School’s security arrangements.
3. Distribute post and deliveries as appropriate.
4. Provide administrative support to the Headmaster’s PA, Bursar and other school staff.
5. Assist in preparing the termly school calendar and catering schedule.
6. Timely recording of absence, updating registers and out of school lists.
7. Updating the School’s management information system.
8. Booking external sports facilities, transport and day visits as directed.
9. Order resources as directed.
10. Administer and maintain accurate petty cash records.
11. Ensure all records, whether paper or electronic are kept up to date, accurate and secure.
12. Ensure all information is treated confidentially in accordance with GDPR.
13. To undertake such other duties that are required, commensurate with the role

Ensure that all duties and responsibilities are carried out in accordance with the School’s Health and Safety Policy.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.
Person Specification

This section outlines the knowledge, skills and abilities the jobholder needs in order to fulfil the requirements of the post. ‘Essential’ criteria are those that the jobholder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, or an advantage or those which the jobholder can be trained to do.

**Essential**

**Education:**
- Educated to GCSE Level including Maths and English or able to demonstrate equivalent level of ability
- Good standard of literacy

**Skills/Aptitudes:**
- Ability to prioritise own workload
- Ability to adhere to clear instructions/procedures in order to deliver consistent outcomes
- Effective written communication skills for emails, correspondence and meeting notes
- Effective organisational skills with the ability to juggle competing priorities
- Attention to detail

**Knowledge/Experience:**
- A good working knowledge of Safeguarding and Keeping Children Safe in Education
- Experience of accurate data entry and retrieval of information from databases
- Experience of using Word/Excel/Outlook to produce school correspondence and to communicate effectively with contacts

**Personal Attributes:**
- Effective verbal communication skills
- Sufficient numerical skills to facilitate administration and maintenance of petty cash records
- Ability to work on own initiative and as part of a team
- Flexible and adaptable approach to work
- Ability to work collaboratively within a small team
- Strong interpersonal skills
- Ability to maintain confidentiality and demonstrate tact and diplomacy at all times

**Desirable**

**Knowledge/Experience:**
- A good working knowledge of Health and Safety
- Previous experience in an education setting

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*This Job Profile will be kept under review and may be amended by the Dean and Chapter from time to time. Any proposed changes will be discussed with the post holder.*

March 2020
Working for Us

Salary
The full time equivalent salary is £23,382 per annum and the personal salary for the term time part-time post is £12,330.03 per annum and is paid on the last Friday of each month. Salary is reviewed annually in January.

Working Hours
These are 28 hours per week and the full time equivalent hours are 40 hours per week. The normal arrangement of working hours is 9am to 4pm, four days a week (subject to negotiation), to be determined in consultation with the Bursar and School Business Manager.

Annual Holidays
The postholder will be employed on a term time basis for 35 weeks per annum, comprised of a full time holiday entitlement of 31 days per annum including recognised public holidays, rising to 33 hours per annum in the fifth year of service.

Training
On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance
All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount
All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan
A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

Medical Insurance
The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year’s employment.
Equality Statement and How to Apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

How to Apply

Read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the ‘Supporting Statement’ section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please apply via the online application form on the TES website:

Applications should arrive by noon on Wednesday 18 March 2020.

Interviews are scheduled to take place on Wednesday 25 March 2020.

It is hoped that the successful candidate will be able to commence by 27 April 2020, subject to satisfactory employment checks.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical and a Disclosure and Barring Service (DBS) check at enhanced level.