



The Purcell School
for young musicians



School Receptionist

Part-time, term-time only plus 5 days

From 1st September 2025

INFORMATION FOR CANDIDATES



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Part-Time School Receptionist - Term-Time Only, Plus 5 days

We are seeking a Receptionist for our busy school office. The School office is most often the first place staff and students head to when they need help. It is a busy environment so the ideal candidate must have the resilience to deal with varied questions and queries from staff, students and visitors, both in person and by telephone and email.

The School office operates from 8.30am to 5.00pm to cover the start and end of the school day and **the current vacancy would cover 8.30am to 1pm on Monday, Tuesday and Wednesday**. However, we're looking for someone who is also flexible and willing occasionally to cover additional hours to support colleagues when needed. Our terms are approximately 34 weeks and you would be expected to work an additional week to attend our inset days.

Duties include but are not limited to:

- Answering the internal/external telephone
- Greeting visitors at reception
- Co-ordinating fire evacuations
- Processing internal/external post
- Coordinating student registration
- Maintaining student records
- Administering First Aid and liaising with the School Nurse
- Providing administration support for various school stakeholders
- Dealing with internal/external email and parent communication
- Administering school lockers/lost property

TERMS AND CONDITIONS

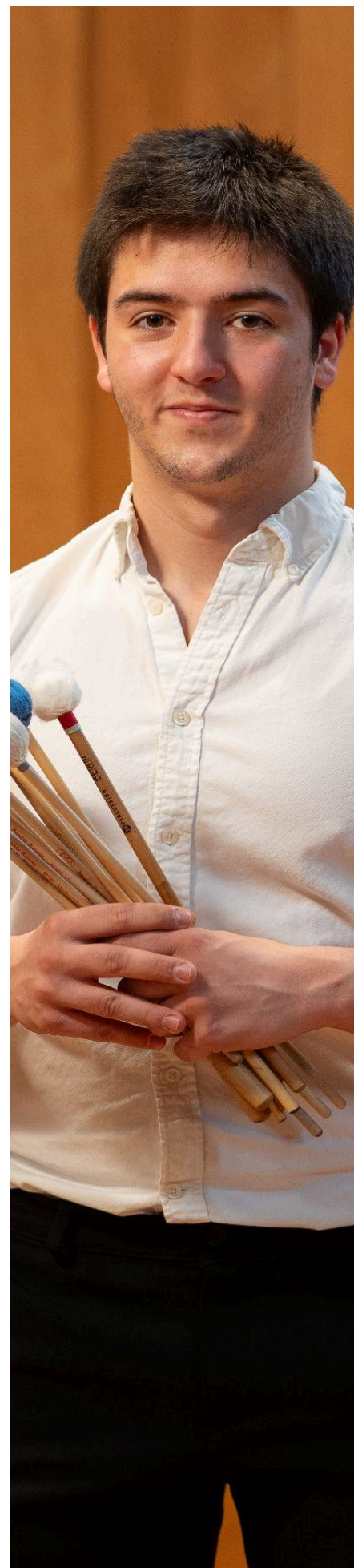
The salary will be based on the School's salary scale which is available on request, according to the successful candidate's experience, alongside a contributory pension.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

All members of staff are expected to contribute fully to the School's extra-curricular and/or boarding provision.

This post is subject to a probationary period. All posts are subject to regular appraisal.

Lunch can be taken at school free of charge during term time and there is free onsite parking.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement to the Bursar as soon as possible. Please do not send a separate curriculum vitae. **Closing date for applications is 9am on Monday 9th June 2025.**

Personal statements should outline your experience and evidence your achievements. The Personal Statement is your opportunity to tell us how your skills and qualities can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview during the week commencing **23rd June 2025**, at which you will have the opportunity to meet key staff, see around the school and will be asked to complete an in-tray exercise. Interviews will explore relevant experience, discuss working in a school environment and give you a chance to outline your willingness to contribute to the whole school community. Candidates will be required to bring evidence of identity to the interview.

Applications should be sent by email to recruitment@purcell-school.org

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Part-Time Receptionist

All members of staff are ultimately answerable to the Principal.
Your line manager is the Director of Operations and Deputy Bursar

You report to other members of staff in the following capacities:
As a member of support staff, to The Bursar

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

FOR ALL SCHOOL OFFICE STAFF:

- To provide administrative support for the School
- To provide a positive first impression for visitors, prospective students and parents
- To distribute post, use the franking machine and accept post from couriers throughout the day
- To ensure all visitors are booked into school via our electronic system
- To ensure registration is completed and investigate missing marks with boarding staff
- To act as fire coordinator in the event of a fire drill or evacuation
- To liaise with the School Nurse and triage minor first aid incidents
- To update student records on SIMS and archive student files
- To administer school lockers and deal with lost property
- To respond to any telephone or website enquiries, directing to relevant staff where necessary
- To book taxis for students and staff

FOR ALL STAFF:

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, school policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination
- To comply with current Health and Safety regulations and best practice

PERSON SPECIFICATION

Experience and Knowledge:

Sound administrative experience (essential)

Excellent telephone manner (essential)

Excellent customer service skills (essential)

Experience of working with children / young people (desirable)

Knowledge of Microsoft Office, Google Suite and SIMS (desirable)

Ability and Skills:

Ability to communicate well with all school stakeholders

Empathy and understanding when dealing with students

The ability to establish an environment where staff and students feel they can go to for help

The ability to promote positive relationships in the School

Good communication, planning and organisation

Implementation of school policies

Personal Attributes:

Resilience to deal with the varied tasks each day might bring

Enthusiasm and energy to contribute to the smooth running of the School

Willingness to play a full part in the life of the School

Commitment to student success

Personal warmth and the ability to connect with students in a meaningful way

An ability to work as a positive member of a team