

Candidate Information Pack

Evening Receptionist & Boarding Support (Part time, Term time only)



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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www.marymountlondon.com

Registered Charity No: 1117786 Registered Company No: 5325717



SPECIFIC DUTIES AND RESPONSIBILITIES

We are seeking a part time, term-time Evening Receptionist who can support the end of day school routines, help out with events and provide support to the boarding department as/ when needed. This is a part time, term-time role with hours likely to be 3.30-9.30pm, with flexibility as/ when required.

Evening Reception

Clubs:

1. Take a register of girls taking the late bus after clubs, reminding students to sign out on the system
2. Phone parents if any student has not been picked up after club; if they are making their own way home, ensure the student has parental consent and has signed out

Events:

1. Welcome visitors and ensure they sign in/ out using the app
2. Notify the Event Organiser if any visitors are still on site after an event

General:

1. Ensure efficient and full hand over from the Receptionist, be aware of any issues
2. Assist (as necessary) with daily campus shut down to ensure all day girls are off site
3. Manning the Reception area and monitoring of the switchboard at all times, forwarding calls as necessary or taking/ passing on messages
4. Answering the doorbell
5. Ordering mini cabs for Visitors
6. Ensuring that the Reception area is kept clear and tidy
7. Provide support to the Bursar and Business Office with ad hoc tasks e.g. filing, survey completion, label printing, data input, sundry letters etc.
8. General administrative assistance as required.

Boarding Support

Administration:

1. Provide ad hoc supervision duties to support/ relieve the Houseparent Team so they can deal with any issues that may arise



2. Work closely with the Board Team to be fully aware of ongoing issues. To read all handover material and team meeting agendas when returning from scheduled time off.
3. As/ when required, work with the Boarding Team to provide admin support e.g. booking taxis, UKVI protocols and regulations, update spreadsheets and documents etc.

Pastoral:

1. To demonstrate care, compassion, common sense and accountability when caring for students.
2. To meet regularly with the Boarding team to ensure clear and professional communication regarding the care of the students.
3. Communicate regularly and effectively with the Boarding and wider Pastoral team on issues relating to the general welfare of boarders, in particular matters causing concern.
4. Encourage the development of each boarder; socially, emotionally, academically and spiritually.
5. Establish and maintain appropriate standards of boarders' behaviour in support of the School's Rewards & Sanctions policy.

Policy & Procedures:

1. To be aware of fire alarm procedures and evacuation of the buildings, and all safety and security procedures required.
2. Be aware of all aspects of safeguarding and attend relevant training; make appropriate referrals to the School's Designated Safeguarding Lead.
3. Attend Faculty Days throughout the year in support of continual professional development.

The Person

ESSENTIAL:

- Excellent organisational skills with a high level of attention to detail
- Excellent record keeping
- Excellent communication skills
- Good team player
- Flexibility, enthusiasm and commitment
- Can deal with sensitive situations with integrity, tact and diplomacy
- Ability to create a calm and caring environment
- Confidence to deal with situations that may arise and with initiative
- Professional, polite and welcoming

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential:

- Experience of working in a 'front of house' role
- Degree or relevant experience; a good standard of general education
- Calm under pressure
- Excellent written and spoken English
- Excellent IT skills
- Excellent organisation skills



- Administrative experience with the ability to follow procedures and processes
- Multi-tasking with an eye to detail; plan ahead
- Excellent interpersonal and communication skills with the ability to relate well to a diverse range of people
- An awareness of the importance of safeguarding

Desirable:

- Experience of working in an educational setting
- First aid qualification
- Full UK clean driving license

SAFEGUARDING AND PASTORAL

Essential:

- Committed to safeguarding and promoting the welfare of children and young people

ETHOS AND WHOLE SCHOOL VALUES

- Committed to Marymount as a School with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values with an understanding and affinity with the School's Catholic ethos
- Committed to operating as part of the School community with a willingness to give generously of time and support school events and activities

How to apply

To apply, candidates should complete the School Application Form together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: 12.00, Monday 28 August 2023

Interviews at school: Early applications are encouraged and will be reviewed upon receipt.

Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: As soon as possible for the academic year 2023–2024

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.