

ERSKINE STEWART'S MELVILLE SCHOOLS



Receptionist/Admin Assistant

Purpose of Job

The Receptionist/ Admin Assistant will deal with telephone enquiries and visitors and provide office support in The Mary Erskine's School (MES).

Accountability

The Receptionist/ Admin Assistant reports to the Office Manager, and works closely with members of MES Management team.

Authority

The Receptionist/ Admin Assistant has authority as delegated by the Office Manager.

Key Relationships

The Receptionist/ Admin Assistant works closely with members of the School Office, members of MES management, parents, pupils and members of the public.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensuring effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual

- respect
- Working in collaboration with other schools to promote effective initiatives and share good practice.

Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare.

Key Tasks

- Respond in a friendly, helpful manner to enquiries from pupils, staff and other visitors to the school
- Maintain the school’s registration database (iSams) and follow up on absent pupils
- Answer the day-to-day enquiries and concerns of parents quickly and efficiently through email, in person or by phone
- Administer, respond and forward to relevant member of staff emails received in the mailbox each morning
- Ensure that the Reception area is welcoming and kept tidy and sign-in visitors
- Administer Pupil ePraise
- Finalise and issue weekly bulletins
- Complete weekly detention administration
- Input pupil absences for trips
- Leave incoming parcels with the Janitors and lost property with the School Office
- Organise and issue Wi Fi codes for visitors as directed by senior staff
- Frank outgoing mail
- Ensure that the Fire Register and the Fire Log Book are always up to date and to hand.
- Support school lunch administration
- Undertake any other administrative tasks as directed by line manager or any other member of the MES Management Team.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience providing secretarial and administrative support 	<ul style="list-style-type: none"> • Previous experience of working in a school or education setting
Skills/ Abilities/ Competencies	<ul style="list-style-type: none"> • Proven computer literacy, advanced user of Microsoft Office (Word, Outlook, Excel) 	<ul style="list-style-type: none"> • Experience of SharePoint and iSams

	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information • Ability to use initiative, multi-task and prioritise own workload with good attention to detail • Independent, self-motivated and organised, with an ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • High professional and personal standards • Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed • Commitment to the ESMS values 	

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post

This is a part time, term time only temporary position available from 14 August 2025 (subject to satisfactory pre employment checks) to the end of the 2025 – 2026 session in June 2026.

Hours of Work

The hours of work will be Monday to Wednesday 8.00am to 4.30pm with 45 minutes unpaid for lunch, a paid working week of 23.25 hours during term time only.

Salary

Salary will reflect qualifications and relevant experience. As this is a part time, term time only role the pro rata salary range is £13,287 - £13,695 per annum, which is D12 to D15 on the ESMS Support Staff Salary Scale.

Annual Leave	Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.
Location	The postholder will be based at Mary Erskine School at Ravelston.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the School's Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch during term time, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is Tuesday, 10 June 2025. We anticipate interviews will be held on Monday, 16 June 2025.