



STRATHALLAN
SCHOOL

Opportunities for all to excel



Candidate Brief

Receptionist

Full Time, Permanent
Start Date: As Soon as Possible

Introduction

We are seeking a dedicated and enthusiastic Receptionist to join our administrative support team at Strathallan School. This is a fantastic opportunity to be part of a supportive team and contribute to the wider School community.

If you are passionate about delivering exceptional customer service and thrive in a busy, engaging environment, we would love to hear from you.

This is a full-time, permanent position, working 35 hours per week (Monday to Friday 9.30am to 5.30pm) with up to six Saturdays during term-time (8.30am to 12.30pm). Please note that this is not a term-time only position. The successful candidate will be working 46 weeks per year with six weeks paid annual leave.

The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically in sports and the arts. There are 580 pupils aged 5-18, divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses and the four senior Boys' Houses, and a junior boarding house. Approximately 65% of the pupils are full boarders.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the nearest town, some ten minutes away by car and access to the motorways puts Edinburgh (45 minutes), Glasgow (1 hour) and the Scottish Highlands within easy reach.

The School is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

Strathallan employs 215 members of staff: 98 teaching staff and 99 support staff, and 18 instructors.

The School exists to provide inclusive all-around education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and expect effort and hard work from each pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility, and excellence, all underpinned by the fundamental value of love.



The Administrative Support Team

The successful candidate will work alongside a friendly and close-knit team that includes the Headmaster's PA and Office Manager, the Bursar's PA, Deputy Headmasters' Secretary, Health Centre Secretary, Music Secretary, Prep School Secretary, and two School Secretaries/Receptionists.

What We're Looking For:

- **Excellent Communication Skills:** Essential for dealing with pupils, parents, colleagues, and visitors.
- **Strong Organisational Skills and Time-Management:** Ability to manage workload under minimal supervision and meet both regular and ad-hoc deadlines.
- **Positive and Professional Approach:** Willingness to complete all tasks to a high standard, with reliability, trustworthiness, and fine attention to detail.
- **Technical Proficiency:** Keyboard proficient and comfortable using standard applications such as Microsoft Word and Excel, and the ability to learn new systems like our pupil database MIS system iSAMS, SchoolPost and telephone system.
- **Welcoming and Knowledgeable:** As the first point of contact for prospective parents, pupils, and visitors, the post-holder must be knowledgeable of the school routine and provide a warm welcome.

Receptionist - Job Description

Job Title:	Receptionist
Department:	Administrative Services
Reporting to:	Office Manager
Responsible for:	N/A
Liaison with:	Pupils, staff, parents and prospective parents, all other visitors including governors.

Core Purpose

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

The Receptionist role is vital in providing a warm welcome to Strathallan and creating a positive first impression for all the visitors to the School including pupils, staff, parents and governors.

Working closely with the other Receptionist as part of a supportive team, the post holder will be responsible for ensuring administrative duties are carried out effectively, whilst providing exceptional customer service. The responsibilities of the Receptionist will be varied including greeting and assisting all visitors, handling both internal and external enquiries, and assisting with ad-hoc administrative tasks as required by the Office Manager.

Flexibility and adaptability are key for this role, as the post-holder will handle a variety of tasks and

challenges, demonstrating a willingness to go above and beyond to support the school community.

Hours of Work

Normal working hours are 35 per week, Monday to Friday, 9.30am - 5.30pm plus up to six Saturday's (8.30am to 12.30pm) during academic terms.

Please note that this is not a term-time only position. The successful candidate will be working 46 weeks per year with six weeks paid annual leave.

Specific responsibilities:

- Greeting all visitors to the School and issuing security passes to them.
- Answering all telephone queries.
- Daily collation, data inputting and distribution of various pupil Absence Reports.
- Circulation of notes and documents, as directed.
- Receiving and distributing mail as well as co-ordinating outgoing post.
- Co-ordinate with other administrative staff in the production of School documents, publications, programmes, School Theatre bookings, ticketing and seating plans and correspondence.
- Liaise with all staff to assist in the co-ordination of School administration.
- Assist with communications to parents via the SchoolPost system.
- Confidential management of all documents in the School Secretary's office.
- Filing and photocopying, as directed.
- Assist Administrative Staff when required and provide holiday and sick leave cover, when requested.
- Support the editors of the Strathallian magazine.
- Assisting Director of Sport in preparation of Games Lists.
- Management of School telephone network including internal billing.
- Data input to support national examination boards and co-ordinating and despatching all examination mail.
- Updating of School Telephone Directory.
- Data Inputting and use of any School Management software.
- General typing and administrative support to members of the School Management team, and any other staff member at the discretion of the Line Manager.

National and School Standards:

- Maintain an awareness of Scottish (SQA Highers) and English (GCSE & A Levels) curriculum/education systems.
- Maintain professional expertise by undertaking regular CPD.
- Adhere to the School's Code of Conduct for staff.
- Undertake regular Child Protection training and complying with child safeguarding requirements (GIRFEC) and understanding the reporting responsibilities.

Receptionist - Person Specification

Attributes	Essential /Desirable
Qualifications	
PVG Disclosure Scotland clearance	E
English – Standard Grade or equivalent	E
An understanding of good data management practice e.g., Data Protection	D
Experience	
Significant experience of working in an administrative environment	E
Experience in a front-facing customer service role.	E
Good literacy and numeracy skills	E
Skills	
Ability to work to tight deadlines	E
Ability to prioritise workload	E
Attention to detail	E
Be proficient in MS Office	E
Excellent telephone and personal manner.	E
Ability to write good English and to communicate effectively in writing and orally.	E
Personal characteristics	
Strong organisational and administrative skills	E
Confidentiality and discretion	E
Excellent interpersonal and communications skills; ability to establish good links with students, parents and staff	E
Be an outgoing, confident, affable and positive personality	E
A readiness to work within a School environment	E
Flexible and adaptive approach to work	E
Ability to work on own initiative	D
Ability to take instructions and work in a team	E
Reliable, methodical and trustworthy	E
Neat, tidy and professional appearance	E
Be a person who is able to mix easily with persons of any culture or background	E
Ability to maintain close and harmonious relations with work colleagues at all levels	E

Terms & Conditions

Remuneration

The salary for this role is £23,119 per annum.

Hours of Work

35 hours per week; Monday to Friday 9.30am to 5.30pm with one hour for lunch break (unpaid) with up to six Saturdays throughout the academic year, working 8.30am to 12.30pm.

Holidays

30 days per annum.

Pension Scheme

A contributory pension scheme.

Occupational Sick Pay

Occupational sick pay following the first year of service.

Benefits

- Free On-site parking.
- Free lunch during term-time.
- Staff Discount in Art Café.
- Retail Discounts and Blue Light Card Eligibility.
- Death-in-service cover.

Other Information

Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

Application Process

Further details of the School are available on the School's website: www.strathallan.co.uk

- The closing date for applications is Wednesday 12th February 2025.
- It is anticipated that interviews will be held week commencing 17th February 2025.

Please note that early applications are encouraged, as we reserve the right to close this vacancy ahead of the advertised deadline.