



BURGESS HILL

— GIRLS —

Tomorrow's Women



# SCHOOL RECEPTIONIST/SECRETARY

CANDIDATE PACK



# WELCOME TO BURGESS HILL GIRLS

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Our motto at Burgess Hill Girls is 'I am, I can, I should, I will'. It encapsulates the journey students take with us. Discovering who they are, what they are capable of, the importance of supporting others and developing the will to achieve their dreams. We love learning at Burgess Hill Girls and this passion extends far beyond the curriculum into all aspects of school life. We believe in a complete education and successfully combine an excellent academic provision with a strong pastoral programme and an immense variety of enrichment activities while always focusing on the needs of the individual.

We're looking for candidates who feel they can support us in our mission to educate tomorrow's women where you'd become part of a unique and empowering community where there are no limits.

We are looking to appoint a motivated and aspirational Senior School Receptionist with excellent communication skills and a keen eye for detail. The ideal candidate will share our commitment to supporting the education of tomorrow's women and be eager to join our unique and empowering community.

If you feel you can contribute to our mission and thrive in a dynamic educational environment, we invite you to apply.



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**HEATHER CAVANAGH**  
INTERIM HEAD



# OVERVIEW

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Burgess Hill Girls is an independent, day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The School was founded in 1906 by Beatrice Goode to provide a high-quality education for girls which was not widely available at the time. In 1928 the School moved from Church Road to its present location on Keymer Road in order to expand.

The School currently educates over 500 pupils, with boys and girls in the Nursery and girls only from Reception through to the Sixth Form.

The School's catchment area for day pupils extends across Sussex. It is well-connected by road (lying close to main roads such as the A23 to London and Brighton) and by train, just a few minutes' walk from the town's railway station with frequent direct services to Brighton, London and Gatwick Airport.

Living on-site there are approximately 50 boarders, typically full-term from across the globe.

Notable alumnae, called Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



# MISSION & AIMS

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## OUR MISSION

To develop Tomorrow's Women.

## OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education and careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.

# CAMPUS

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## OUR MISSION

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

## OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Two boarding houses





# JOB DESCRIPTION

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Our administration department provides efficient administrative, secretarial and reception service to the whole school. They ensure a high quality service is provided at all times. The administration department consists of a reception area in both our Prep and Senior school.

Whilst the role is predominantly based in the Senior School, you may from time to time work across all areas of the school.

We are looking for either a full time or 2 part time receptionist(s)/secretary to work all year round, although there maybe some flexibility during the school holidays with hours and days. Normal hours are 8am to 6pm Monday to Friday. Part time hours would be 8am to 2pm or 1pm to 6pm Monday to Friday.

## PRINCIPAL ACCOUNTABILITIES

- Registration of students – every Morning and Afternoon 8.30am & 2.00pm ensuring every student is accounted for. Print weekly registration report for the Head
- Typing – letters, reports, notices and other documents, ensuring a timely and accurate service is provided at all times
- Parent letters distributed via ISAMs
- Creating and sending Clarion calls to parents
- Update Parent Portal and carry out housekeeping i.e. deleting old files
- Filing - ensure pupil record files are kept up to date at all times
- Photocopying / binding / booklet / laminating – in accordance with SLT and teacher requests
- Answering phone calls. Take and pass on telephone messages promptly
- Greet and sign in visitors and contractors, issue Passes. Ensure the reception is welcoming to all visitors
- Maintain supplies of forms and documents in the staff room and ensure pigeonhole names are up to date
- Oversee secure shredding of confidential documents in line with School and Data Protection regulations
- Post –incoming post to be sorted and put into pigeonholes, outgoing post to be franked ready for collection at the designated time each day
- Receive and manage incoming parcel and supplies deliveries
- Maintain master keys for the School and that these are kept securely at all times
- Ensure the office is secure and that current work is tidied and locked away at the end of each working day
- Undertake any other reasonable tasks in order to provide a responsive secretarial support service across the School
- Collate and prepare a weekly newsletter communication to parents and staff
- Update Sports fixture system (SOCS) with PE department data and refer to SOCS to provide parents with sports fixtures detail
- Provide support on Open Days
- Provide support for Founders' Day administrative requirements i.e. collate achievement book input, prepare student envelopes with certificates, badges etc
- Assist with School photo's i.e. chaperone photographers and organise distribution of photos to parents
- Any other ad hoc duties as required by the Head or the Senior Leadership Team

# PERSONAL SPECIFICATION

REQUIREMENTS	REQUIREMENTS	DESIRABLE
<b>QUALIFICATIONS</b>	A minimum of GCSE or equivalent Maths and English or relevant experience	
<b>KNOWLEDGE</b>	Good working knowledge of Microsoft Products (Word, Excel, Powerpoint and Outlook)	Experience of ISAMS or school data management system
<b>EXPERIENCE</b>	Previous reception or front of house experience	Secretarial skills and experience
<b>SKILLS AND APTITUDES REQUIRED</b>	<p>High degree of accuracy in written communication</p> <p>Good keyboard skills</p> <p>Good communication and interpersonal skills</p> <p>Able to work under pressure</p> <p>Able to work on own initiative</p>	
<b>PERSONAL QUALITIES REQUIRED</b>	<p>Teamwork</p> <p>Flexible &amp; Adaptable, able to show initiative</p> <p>Planning &amp; organising - ability to prioritise work and manage conflicting priorities</p> <p>Ability to present a positive and professional image of the school to visitors and callers</p> <p>Good communication skills - both written and oral</p> <p>Pro-active 'can do' approach</p> <p>Strong Customer Service skills</p> <p>Confidentiality, tact and diplomacy</p>	An interest in education and schools



# RECRUITMENT PROCESS

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Candidates are required to submit an application form with supporting letter stating whether they are interested in Full or Part Time, and details of two referees. References will be taken up prior to interview.

**Closing date for applications is 12.00pm on Friday 8th November 2024.**

**Short-listed candidates will be contacted and interviews will take place in the week beginning Monday 11th November 2024.**

Candidates who have not heard from the School **by the end of November** should presume that we will not be taking their application further.

Candidates will be required to attend a formal interview and will also meet with key staff and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have in order for us to make reasonable adjustments.

***The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***





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FOR MORE INFORMATION AND TO APPLY,  
PLEASE VISIT OUR WEBSITE [HERE.](#)