



GORDONSTOUN

School Receptionist (Job Share)

CLOSING DATE IS THURSDAY 19 MARCH, 12 NOON
INTERVIEWS WILL BE HELD WEDNESDAY 25 MARCH

Broader experiences, broader minds.



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Thank you

for your interest in the post of

School Receptionist

We hope the information in this pack will give you an insight into our school and the high aspirations we have for our students.

If you have any questions about the role, our School or any aspect of the recruitment process, please don't hesitate to get in touch. We look forward to receiving your completed application.

Lisa Kerr - PRINCIPAL

Titus Edge - HEADMASTER





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We hope this **exciting and rewarding role** catches your imagination and that you are encouraged to apply.

Gordonstoun prepares students for a full and active role as international citizens in a changing world. As well as preparing students for exams, Gordonstoun prepares them for life. The school's uniquely broad curriculum encourages every individual to fulfil their potential academically as well as individually.

The school's location on the Moray Coast in the North of Scotland provides the background for Gordonstoun's world beating outdoor education programme. Through expeditions and sail training voyages Gordonstoun students gain invaluable experience in being both leaders and team players and in having compassion and understanding for others and of themselves. Their outlook is broadened, their ability to consider the needs of others developed, and they gain resilience – life skills which complement the school's commitment to academic excellence.

**THE FOLLOWING IS INCLUDED IN
THIS INFORMATION PACK TO HELP
YOU WITH YOUR APPLICATION:**

- **JOB DESCRIPTION**
- **PERSON SPECIFICATION**
- **THE APPLICATION PROCESS**

Applications forms can be downloaded from the Vacancies section of the School's website.

If you have a disability or long-term health problem, the School is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact the Recruitment Team.

We very much look forward to receiving your application.

- Recruitment Team
recruitment@gordonstoun.org.uk
01343 837837



The Opportunity

In the last two years, a new School Executive comprising: Lisa Kerr (Principal), Titus Edge (Headmaster) and Pamela Muir (Finance Director) has been established and, with this, Gordonstoun has entered a significant new phase in its development.

The new School Receptionist will join a successful school which currently enjoys a full roll, has a very committed staff, and a happy and cohesive pupil body.

The Role

This is a permanent, part-time, job share position (0.5 FTE): 0830-1245 pm Mondays to Fridays; 0830-1300 on alternate Saturday mornings (Saturday mornings are term time only).

Flexibility is essential as is an outgoing, pleasant personality and a confident telephone manner.

This is a busy environment and a high degree of professionalism is essential. Experience in the use of Microsoft Office is essential. There are seven weeks paid holiday per annum.

Holidays cannot be taken at certain times, e.g. during exam results and the start and end of terms.





About the Role

REPORT TO:

Principal's Private Secretary

FUNCTION:

To provide a mail and reception service for the whole school

AREAS OF RESPONSIBILITY:

RECEPTION

- Accept incoming calls, take messages and pass on information as required
- Greet visitors, advise staff/security of their arrival, invite them to sign in and issue them with a visitors' pass

GENERAL

- Record and distribute student absence on a daily basis and daily notices
- Notify staff (according to the Missing Student Procedure) of any missing students
- Contacting parents of absent day students
- Recording of daily absences, registration and marking students 'out of school'
- Provide cover during sickness/absence of job-share colleague
- Any other duties agreed by the Principal's Private Secretary

MAIL

- Accept and keep record of postal & courier deliveries for whole school
- Deal with a large volume of incoming and outgoing mail including large mailings at specific times of the year
- Store, record and advise staff and students of deliveries of parcels, special delivery and recorded mail
- Arrange for collection and return of items by courier
- Establish cost and arrange international postings via couriers
- Follow up late deliveries and request compensation for late items as appropriate
- Update Staff pigeonholes
- Maintain Petty Cash Box. Replenish stock of stamps and make adequate provision for the sale of stamps
- Manual handling - store parcels and luggage on a daily basis
- Deliver incoming and internal mail as required

Person Specification



SKILLS AND EXPERIENCE

ESSENTIAL

- Excellent communication and interpersonal skills
- Strong organisational and administrative skills
- Attention to detail
- Ability to prioritise workload
- Proficiency in MS Office

DESIRABLE

- Proficiency in iSAMS

ASSESSMENT METHOD

- Application Form

PERSONAL QUALITIES

ESSENTIAL

- Neat, tidy and professional appearance
- Confidentiality and discretion
- Being an outgoing, confident affable and positive personality
- Ability to maintain close and harmonious relations with work colleagues at all levels
- Flexible and adaptive approach to work
- Ability to work on own initiative
- Ability to take instructions and work in a team
- Reliable, methodical and trustworthy

ASSESSMENT METHOD

- Interview
- References

SAFEGUARDING

ESSENTIAL

- Suitable to work with children
- A Disclosure Scotland PVG check will be completed on the successful candidate

ASSESSMENT METHOD

- References

Terms and Conditions



CLOSING DATE

Thursday 19 March 12 noon

INTERVIEW DATES

Wednesday 25 March

LOCATION

Gordonstoun School, Elgin IV30 5RF

START DATE

As soon as possible

CONTRACT TYPE

Permanent

TERMS OF APPOINTMENT

Your normal hours of work will be 0830-1245 hrs Monday to Friday. You will also be required to work approximately 14 Saturday mornings per year from 0830- 1300hrs, during term time only.

HOLIDAYS

You will be entitled to 35 days paid holiday per year inclusive of public holidays.

PENSION SCHEME

Auto enrolment into operations' staff pension scheme completion of your probationary period.

OTHER BENEFITS

Access to gym/other benefits

OTHER INFORMATION

As the work is in a school context, you will be required to attain PVG membership. You should, if possible hold a valid full UK driving licence and must be eligible to live and work in the UK.

TERMS OF APPOINTMENT

Gordonstoun is committed to safeguarding and promoting the welfare of children and young people and its governors expect all its staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post (including an enhanced disclosure through the Disclosure Scotland PVG scheme).

We are currently reviewing terms and conditions so these are subject to change.

MORE ABOUT

Gordonstoun



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A DIFFERENT EDUCATIONAL EXPERIENCE...

Gordonstoun is proud to offer an educational experience which is different. The curriculum is based on four core educational principles inspired by Kurt Hahn: challenge, responsibility, service and internationalism. These are delivered within a curriculum that strives to ensure that a diverse student intake is able to achieve the best possible results at GCSE and A level.

Challenge is central to the Gordonstoun ethos and is reflected in the School's motto. Kurt Hahn believed that young people should be challenged academically, emotionally and physically, and the diverse range of experiences offered at Gordonstoun in the classroom, on the sports field, in the ocean or on the mountains is designed to help each individual to move beyond his or her comfort zone.

Responsibility is at the heart of Gordonstoun's philosophy of citizenship. All students benefit from a wide range of opportunities to take responsibility and develop their leadership skills as they progress through the School.

Service helps students develop a sense of social responsibility and sensitivity to people from different backgrounds and circumstances. The notion of service within, and for, the local community is evident throughout the School, from the Junior School right through the Senior School. From Year 11, students are expected to participate in one of the 9 services offered at Gordonstoun. From the coastguard to the fire service to mountain rescue, these are some of the most distinctive aspects of a Gordonstoun education.

Internationalism underpins Gordonstoun's vibrant global community. Students are encouraged to have an international outlook which is consolidated by exchange programmes and service to communities overseas.





A RICH AND DISTINCTIVE HISTORY

Gordonstoun was founded in 1934 by Dr Kurt Hahn, formerly Headmaster of Salem School in southern Germany. Dr Hahn fled Germany for the United Kingdom in 1933 under threat from the Nazis for standing firm in the face of aggression.

He aimed to foster in young people the qualities of skill, compassion, honesty, initiative, adventure and a sense of service to their fellow beings. His philosophy was based on encouraging young people to develop both as individuals and within communities; these beliefs are ingrained throughout life at the School.

GORDONSTOUN TODAY

Throughout its history, Gordonstoun has evolved to meet the challenges and seize the opportunities presented by political, economic, social and organisational change.

Today, Gordonstoun is predominantly a full boarding school, with a small number of day pupils. The student body, a vibrant community of >500 boys and girls aged 6-18, is exceptionally diverse with a third of its students drawn from over 40 countries, a third from Scotland and a third from the rest of the UK.

Gordonstoun is a member of HMC, BSA and SCIS.

MISSION AND MOTTO

“Gordonstoun prepares each student through learning by diverse experience for a full and active role as an international citizen in a changing world.”

The School strongly believes that success in the 21st century will depend on good judgement in addition to skills. Students who are comfortable with innovation; who are socially aware and responsible; who are equally flexible and compassionate; and who are energised by initiative will thrive in an unpredictable and ever-changing world. Fostering life skills has its place alongside the sharpening of academic edge at Gordonstoun, where individual successes and wider success in serving the local, national and global community are celebrated.

Gordonstoun's motto is **'Plus est en vous: There is more in you (than you think).'** A Gordonstoun education is underpinned by a deep conviction that potential in everyone can be best unlocked in the context of a vibrant, caring community where students are empowered to stretch themselves; reach beyond their comfort zone and embrace challenge.



THE LIFELONG VALUE OF OUT OF CLASSROOM LEARNING EXPERIENCES

In 2018, Gordonstoun published research by the University of Edinburgh into the Lifelong Value of Out Of Classroom Learning Experiences. This research, which has received significant publicity, helped the school to reaffirm its commitment to a uniquely broad curriculum which includes:

EXPEDITIONS – Gordonstoun students benefit from a structured programme of mountain, river and sea-based wilderness expeditions. From journeying on foot through remote areas to canoeing and climbing to exploring the lochs, rivers, forests and coastlines, expeditions at Gordonstoun are a formative experience. All students in the Junior School participate in expeditions, building incrementally from day adventures for the youngest students to a Year 7 canoe voyage and culminating in the challenging Year 8 week-long expedition to Cape Wrath.

SAIL TRAINING – Kurt Hahn described the Moray Firth as “my best schoolmaster” and sail training is an essential component of Gordonstoun’s broad curriculum. The School has its own 80 foot sail training vessel, Ocean Spirit of Moray which is used by all students. Year 8 students enjoy a multi-day voyage on Ocean Spirit.

THE PERFORMING ARTS – Music, dance and drama are thriving at Gordonstoun. In the Junior School, every pupil learns a musical instrument and there is a wide range of ensembles, including an accomplished pipe band. Dance and drama are integral to the curriculum, with the annual Junior School Musical a highlight.





FINANCIAL STRATEGY

The School has an annual turnover of £16million. Its income derives predominantly from fee-paying parents, but fundraising and Gordonstoun International Summer School (GISS) are valuable sources of additional income.

Like many schools, Gordonstoun has to compete for students and a large proportion who would most benefit from a Gordonstoun education may not have the financial backing to pay for it. For both these reasons, the School has invested significantly in strengthening the admissions function and in building capacity in marketing, fundraising and development.

INTERNATIONAL EXPANSION

Gordonstoun is also actively exploring international franchise opportunities. This would provide a valuable additional income stream and contribute strongly to ensuring the financial sustainability of the School. Numerous potential projects are currently under consideration with some at an advanced stage.



LOCATION

A stunning and accessible location between the mountains and the sea



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Gordonstoun stands in 200 acres of woodland, providing a campus with security and freedom. Situated on the beautiful coast of Moray which is well known for its picturesque harbours, golf courses and beaches.

