



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



Information Pack

Junior School Receptionist: Job Share

Afternoons, term-time only plus Inset days

To start: As soon as possible

Closing date: 9am, Friday 23rd August

Interview date: Thursday 29th August

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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



Introduction from the Head of the Junior School, Tim Skipwith

The Junior School is a remarkable corner of Magdalen College School. We are housed in School House, a stunning Victorian building overlooking the Rose Garden and Cherwell River. This offers us immediate access to the Senior School facilities whilst retaining our own independence for the younger boys; we are blessed here to be essentially two schools with one heart. We are selective from the outset with a view that any boy joining us should leave the school after completing their 6th Form. All of our boys sit the 11+ and it is rare for a child not to progress at that stage; indeed, in the previous two years all of our boys passed, gaining a significant number of awards at this transition point.



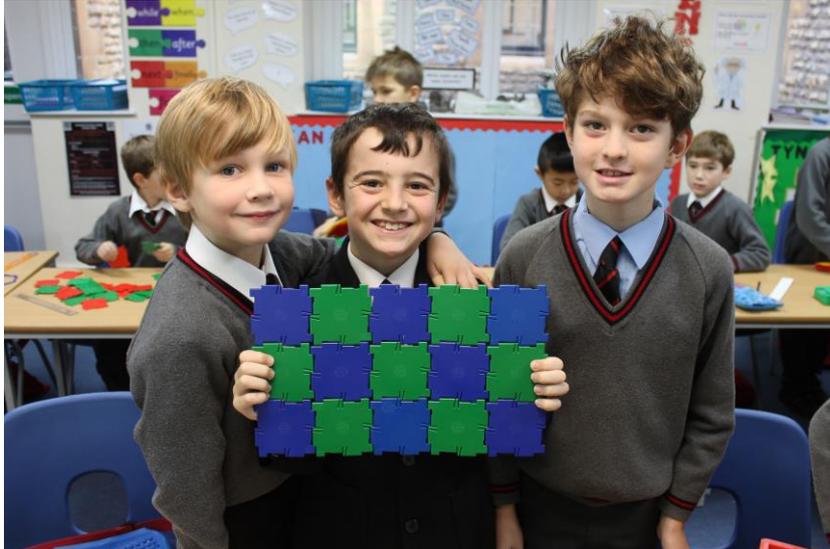
Our boys are vibrant, lively and have an inherent “can do” approach. There is a wonderfully warm atmosphere in School House and at the heart of this is simply the nature of the boys. They are kind and emotionally articulate, and this forms an underlying camaraderie of mutual support and respect. They are also bright, academically ambitious learners, which makes teaching here exciting and dynamic. We have a particularly cohesive team of staff with twelve of us permanently based in School House, and a number who regularly join us from the Senior School. Staff genuinely share a passion for developing every aspect of our children; we also feel that a significant part of this should be fun for all involved. We work very closely with our Parental body and events such as the Family Supper, the J1 Family Sleepover and Family Festival of Sports reflect how important we feel these links are.

We are nothing if not busy here and a brief look at our annual publication [Views from the Bridge](#) will give you a flavour of Junior School life.

Thank you for your interest.



JUNIOR SCHOOL RECEPTIONIST



The Role

Magdalen College School is seeking to appoint a flexible and experienced Receptionist to provide a professional, efficient and friendly welcome to all visitors to the Junior School. The post-holder will report to the Head of the Junior School. Duties of the roles will include, but not be restricted to:

- Responsibility for Junior School Reception, ensuring the environment projects the best possible image of MCS to all coming in
- Acting as the ‘front-of-house’ to all visitors, providing a friendly welcome, whilst ensuring School policy is followed regarding security of all callers
- Ensuring telephone calls are answered promptly and messages forwarded
- Assisting with pupil registration
- Providing assistance with photocopying and preparation of general resources
- General ad-hoc administration tasks



The candidate

The ideal candidate will have/possess the following:

- Demonstrable experience in a similar role
- Previous experience of working in a school would be desirable, but not essential
- Reliability, resilience and stamina
- Accuracy and thorough attention to detail, as well as excellent organisational skills
- Excellent inter-personal and communication skills, along with a diplomatic and discreet approach
- Proficient use of Microsoft programmes, including Word, Outlook, Powerpoint and Excel
- The ability to maintain a high work-rate and to cope with a range of tasks and competing priorities
- Excellent command of written and spoken English
- A good telephone manner and ability to deal with visitors and callers in a calm and courteous way
- An enjoyment of working in the company of children, and of participating fully in the life of the School.
- A high level of personal integrity, honesty, and enthusiasm.
- Excellent attention to detail
- An understanding of the ethos of independent schools

Application Process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a CV and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent by **9am, Friday 23rd August**.

Interviews will be held on **Thursday 29th August**, and shortlisted candidates will be contacted by telephone. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post. **References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**



Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree certificate(s).

Hours of work

Candidates will be required to work afternoons in the following pattern:

12:30pm – 5:30pm Monday to Friday

The total weekly hours will be 25. The appointment will be term-time only plus Inset days. It is anticipated that the two job-share Receptionists will form a flexible team, ensuring the Reception desk is covered at all times during the School day.

Salary

The actual annual salary is £11,140.

Additional Information

If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.

Pension

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



Other Benefits

All staff are entitled to the use of School sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

HILARY 2019