



# MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL  
BOYS 7-18 & SIXTH FORM GIRLS

## Information Pack

Junior School Receptionist – job  
share (Mornings)

Closing Date: Monday 10<sup>th</sup> May  
Midday

Interview date(s): Thursday 13<sup>th</sup> May





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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.



William of Waynflete founded Magdalen College School in 1480: 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](http://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 6<sup>th</sup> 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 four 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 working here exciting and dynamic. We have a particularly cohesive team of staff who work closely to support each other to provide an outstanding all round provision for the boys. 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 parent 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.



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## **Junior School Receptionist**

### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.

### **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
- Overseeing pupil registration
- Ensuring telephone calls are answered promptly and messages forwarded
- Providing assistance with photocopying and preparation of general resources
- General administration tasks



### **Hours of work**

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

08:00-12:45 Monday-Friday, each week during term time (approx. 34 weeks).

The total weekly hours will be 23hrs 45 minutes. 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 £11,172.00 per annum.

### **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





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### **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](http://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, ([shunter@mcsoxford.org](mailto:shunter@mcsoxford.org)). All documentation should be sent by Midday Friday 7<sup>th</sup> May (please note that we would welcome early applications). Interviews will be held Wednesday 12<sup>th</sup> May 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.**

As part of MCS' commitment to sustainability, preliminary interviews may be conducted online.

**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.**



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## **Further Information**

### **The Junior School**

The Junior School, for boys aged 7-11, is a happy and highly successful part of one of the country's leading independent day schools. It currently has 134 pupils in eight forms. Although the school has grown substantially in recent years, the intimate size helps to create a family-like atmosphere, where boys demonstrate a spirit of respect and tolerance. We aim to provide an education which enables each boy to acquire an independent and searching mind, to develop a broad range of extra-curricular interests, and to take pleasure in the life of ideas. Key dispositions such as kindness, perseverance, resilience and teamwork underpin all aspects of Junior School life.



Whilst following the broad outline of the National Curriculum, we seek to enrich and extend boys' interest and achievement in a variety of subject areas. Specialist staff and facilities help boys to reach their potential. Entry is now predominantly at 7+ starting with two small classes to which we add at 8+ and 9+. Boys take the school's 11+ tests and almost all pupils move on to the Senior School.



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One of the many strengths of the school is the level of pastoral care. This is provided primarily by the form tutor, who is the first point of contact for boys and parents. Each boy is also in one of six houses in the Junior School: regular opportunities to meet and take part in house events enable boys to work together with pupils from different year groups. The Junior School Council, with representatives from each form, has an important role to play in the running of the Junior School.

From J1 (Year 3) boys are coached with specialist staff to perform to a high standard in a range of sports including rugby, hockey, cricket, tennis and athletics and football. The school's enviable sports grounds are augmented by the use of university facilities, including the Iffley Road athletics track and Rosenblatt swimming pool. Regular fixtures with independent and primary schools occur, and tours have taken boys to schools and clubs around the country. We currently have a number of county sportsmen in a range of sports.

Most boys in the Junior School learn at least one musical instrument, with an impressive variety on offer. Concerts range from regular informal events to performances in the Jacqueline du Pré Music Building, the Sheldonian Theatre and Magdalen College Chapel. The annual House Music event includes opportunities for parents and grandparents to join the boys. There is also a wide range of chamber ensembles, Junior School Choirs and in last year's Grand Concert forty eight performed together as a full orchestra. The 16 boy choristers of Magdalen College Choir are educated at MCS, with the School and College working together closely to manage the boys' commitments. Pupils also take part in art workshops and visit galleries. Recent plays and musicals produced include *The Odyssey*, *Joseph*, *The Wizard of Oz*, *Oh What a Knight!* And *Matilda*.





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We have recently developed our provision for the boys with an Activities Afternoon where lessons on Thursday afternoons are dedicated to a wide range of activities. These range from animation to forest school and public speaking to sewing. Within this afternoon, strategy games have been brought in to run alongside the chess and a much greater provision for Drama now sees each year group have the opportunity to put on an annual play. This initiative has added to the suite of pre-existing lunchtime and after school clubs. Chess remains very popular amongst the pupils, and is played to an exceptionally high standard. Teams regularly win county and national events, and a number of boys go on to represent their country. Tours run in each age group, and the length of these increases as boys progress up the school. Next Easter we plan to run our second Ski Trip.

In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, or other activities, is always advantageous.

### **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). Further information on the interview and documentation required will be provided with the invitation to interview.



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## **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**

Death in service benefits are three times salary.

Free pensions advice is available.

## **Lunch/refreshments**

Free lunch when on duty. Free tea and coffee making facilities are available around the School site. Breakfast is available (charged). There is a coffee shop on site (charged).

## **Fee Remission**

Fee remission for staff on a permanent contract whose children pass the entrance tests to the School. Remission is 50% of fees for full-time staff, pro-rata for part-time staff. An arrangement is in place with Headington School for fee remission for staff (who work more than 0.5 FTE) with daughters.

## **Health**

Free private health insurance for staff on permanent contracts. Generous sick pay entitlement. On-site medical centre where staff can be treated during working hours. Free flu jabs. Access to counselling (3 free sessions). Physiotherapy is available (charged). MCS reimburses the cost of eye tests (max £25).



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## **Holidays**

For teaching staff and term-time only support staff, working days average 168 per year (33.6 weeks). In the maintained sector this is 190 days (38 weeks).

For support staff, thirty days annual leave, plus UK bank holidays for year round staff (pro-rata for part-time staff). Year round staff enjoy a shorter working day during the holidays, subject to work commitments.

## **Parking**

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.

## **Miscellaneous**

Financial: childcare vouchers, cycle to work scheme, season ticket loans.

Sports: free use of sports facilities including gym, swimming pool, squash and golf, free fitness and wellbeing classes including mindfulness, pilates and yoga, and staff football, cricket and tennis.

Cultural: membership of the Library, free entry to lectures, concerts, drama performances, free tickets to OFA events. Staff can sign up for the Bookclub, bell-ringing lessons, staff choir and orchestra, and can apply for tickets to the Christmas Carol Concert at Magdalen College Chapel.

Social: free social events such as Master's Drinks, Summer and Christmas parties.

Uniforms: provided for staff as appropriate.

## **Training and development**

New teaching staff are supported and mentored to achieve QTS and experienced teachers are supported in their CPD. Support staff are encouraged to attend training courses, conferences and CPD activities relevant to their roles.

*TRINITY 2021*