



JOB DESCRIPTION

Receptionist (part-time/term-time)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Receptionist (part-time/term-time)
Purpose of Role	<ul style="list-style-type: none"> To be the main point of contact for enquiries; To provide a professional welcome to visitors; To support the work of the College Porters; and To provide administrative support of the Estates Manager
Overview	The Receptionist works alongside the team of College Porters located at the main entrance of the College at 139 Banbury Road. In addition to front of house duties, the Receptionist will be expected to provide administrative support to the Estates Manager and if requested to other senior managers.
Reporting Structure	The Receptionist reports to the Estates Manager but will work closely with the Head Porter
Key Responsibilities	<ul style="list-style-type: none"> Ensuring the front of house area presents a good impression Providing a friendly and professional welcome to visitors and ensuring College policies are followed regarding visitor ID cards, access etc Ensuring telephone calls are answered professionally, transferring calls and forwarding messages as appropriate Maintaining appropriate and up-to-date information such as internal contact details and amending SharePoint when required Sorting incoming post and ensuring distribution and managing outbound post including any bulk mailings and maintaining records of expenditure Supporting the College Porters with receipt of parcels for distribution Assisting the College Porters with the management of the approved contractor arrangements Acting as a First Aider Administration of actions to support Head Porter with the car parking policy and arrangements for visitor parking Supporting the College Porters in the event of fire or security alarms sounding. Providing administrative support to the Estates Manager including maintenance of Health and Safety training records, advising when refresher training is required and assisting in the organisation of courses <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Receptionist may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
PERSON SPECIFICATION	
The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:	
Education and Qualifications	<ul style="list-style-type: none"> A good level of education (E)

	<ul style="list-style-type: none"> • A relevant professional qualification in administration (D)
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Excellent command of written and spoken English and good interpersonal and communication skills (E) • Diplomacy, tact and the ability to maintain confidentiality (E) • Excellent organisational skills (E) • Proficient use of MS Office (E) • Experience of using SharePoint and databases (D) • Demonstrable customer service skills (E) • Ability to communicate in another language (D) • Previous experience of working in an educational setting (D)
Personal Skills and Attributes	<ul style="list-style-type: none"> • A calm and courteous manner (E) • Good attention to detail (E) • Reliability and good time management skills (E) • Able to take initiative but also to work as an effective member of a team (E) • A commitment to the principles and practice of keeping children safe in education (E)
TERMS AND CONDITIONS	
Terms of Employment	Part-time, permanent position working term-time only to start as soon as possible
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>Preferred hours of work are 25 a week worked between 9am and 2pm on Monday to Friday 10:00 am to 3:00 pm. However, there is flexibility over the precise arrangement of the hours to be worked each day.</p> <p>The academic year for those studying the International Baccalaureate is 35 weeks. The autumn term begins in late August, and the summer term ends in late June. The holiday periods during the academic year are normally a week in October, two weeks for Christmas/New Year, a week in February, and two weeks for Easter. Flexibility around working weeks is also possible.</p> <p>Some bank/public holiday working will be required when these fall on dates during the College terms. Work outside of normal hours may also be required from time to time to meet the needs of the role.</p>
Salary/Pay	<p>The total annual salary will depend on the number of working weeks and the weekly hours worked but will be calculated based on an hourly rate of £14.40 per hour.</p> <p>Salaries are reviewed annually with any increase normally effective from 1st September.</p>
Holiday	<p>Pro rata of 26 days a year (actual holiday entitlement will depend on weekly hours of work and the number of weeks worked during the calendar year).</p> <p>Holiday must be taken during College holiday periods.</p>
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays up to 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.

Probationary Period	6 months
Other Benefits	<ul style="list-style-type: none"> • A free lunch on working days during periods of teaching is available in the College's dining hall if the Employee opts to take a 30-minute unpaid lunch break • Season ticket loan • Cycle to Work scheme • Life Assurance • Subsidised gym membership • Employee Assistance Programme

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.

Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
Police checks/ DBS	<p>Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</p>
Health questionnaire	Satisfactory completion of a health questionnaire

HOW TO APPLY

Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk

Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	9am on Friday 3 rd October 2025 Interviews will be held the week beginning Monday 13 th October 2025 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.