



**Receptionist/Administrator - part time/school hours
(negotiable)**

Founded in 1846, St Margaret's School for Girls is the oldest all-through girls' school in Scotland and the only girls' school in Aberdeen. Today, it provides an exceptional all-round education to around 370 pupils aged 3-18. Recognised by The Sunday Times as the Scottish Independent School of the Year 2020, the school enjoys a fine reputation for academic excellence, is committed to extending access and offers a challenging and enriching education within a warm and inclusive environment. Further details may be found on our website: www.st-margaret.aberdeen.sch.uk.

We are seeking a well-presented individual with first class customer service skills to join our busy and friendly school office. Candidates must be enthusiastic, articulate and confident and be able to work well upon their own initiative as well as part of a supportive team. Experience of working in a reception and/or office environment is preferred but not essential. The successful candidate will be asked to deal with colleagues, parents and pupils as well as outside agencies and other visitors to the school so excellent communication skills would be essential.

Reporting to the Head of Finance & Operations, this role involves working closely with the Head's PA and Pupil Support Coordinator, as well as working alongside and supporting our finance, marketing, admissions and development team.

The role would suit a self-starter looking to be a part of a dynamic and effective team who will play an important role in supporting the daily running of the school.

Key responsibilities

- Welcome visitors to school.
- Answering the telephone and door entry system.
- Create and maintain pupils' files, including filing of correspondence.
- School bus and transport administration, including booking of buses for school trips and events.
- Administer girls' first aid and medication in the absence of the school nurse.
- Bus, after school care, holiday club and homework club registers.
- Hospitality and catering, including replenishment of refreshment materials such as tea coffees, biscuits for in school events.
- Any other administrative tasks required across the school.

Skills/Experience/Person specification

Essential/Preferred

- Smart and professional appearance – business dress.
- Good working knowledge of Microsoft Office Suite and IT literate.
- Experience in reception/administrative work preferred.
- The ability to work accurately and with attention to detail at all times.
- Experience in a customer facing role preferred.
- Clear and effective communication skills.
- A 'can-do' attitude.

Remuneration and benefits

The salary for this position will reflect the experience and qualifications of the successful candidate. The successful candidate will be automatically enrolled into the school's support staff pension scheme, but will have the right to opt out. Staff with children attending the school will be eligible for a 50% remission on school fees (or prorated for part time staff). St Margaret's has an Employee Assistance programme which offers free and confidential advice on both work and personal issues.

How to apply

Applicants should write a letter of application to the Head of Operations & Finance, Mrs Mhairi Miller, and send this with a full CV and completed application form to St Margaret's School for Girls, 15-17 Albyn Place, Aberdeen, AB10 1RU or recruitment@st-margaret.uk

Closing date for applications: 28th September 2022
Start date: To be discussed