Beechwood Park

Our future starts here

Job Description

Receptionist / School Secretary



Job Description

Position: Receptionist / School Secretary
Report to: Head's PA and Head of Admissions
Contract Type: Term time plus 3 weeks, full time
Salary: £24,500 - £26,000 (depending on experience)
Working Hours: 07.30 - 16.30 Mon-Fri (30 minute unpaid lunch)

The Role:

We are looking for an excellent communicator who will act as an ambassador for the School when greeting parents and other visitors, assist the Headmaster and other SLT members with administrative and secretarial tasks and safeguard the health, safety, happiness and well-being of every child.

Key Responsibilities:

Receptionist

- Welcome all visitors, and provide outstanding customer service at all times.
- Record the identification and registration in and out of the School of all volunteers, governors, parents and visitors during term time and during holiday periods as required.
- Manage the checks and registration of all visiting speakers.
- Operate the School switchboard, transferring calls or passing on messages to staff and pupils promptly.
- Issue appropriate security lanyards ensuring visitors and contractors can be clearly identified.
- Record the registration of all pupils on arrival at School and at lunchtimes.
- Verify and record all pupil absence from School in accordance with School policy and procedure.
- Register as late all late pupils.
- Register all authorised pupil early departures.
- Assist the DSL in monitoring and reporting on pupil attendance.
- Manage the registration of all staff on arrival and on departure from School during term-time.
- In emergency evacuations, take all registers to senior staff at the muster area.
- Manage the delivery of all incoming and outgoing mail and packages.
- Respond promptly to email enquiries, forwarding to staff as required.
- Accompany younger pupils to the care of their key workers.
- Assist duty staff with end of day pupil departures.
- Keep the Front Entrance Hall tidy.
- Maintain the room booking system for meetings.
- Arrange transport and couriers, as necessary.
- Assist the Transport Manager with all aspects of the School Bus Service, communicating with parents as necessary.

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Key Responsibilities (continued):

School Secretary

- Assist the Headmaster's PA and Head of Admissions in all aspects of her role, including Admissions support.
- Work with the Headmaster's PA and Head of Admissions to create an annual schedule of administrative tasks.
- Provide administrative assistance to the Senior Leadership Team as directed by the Headmaster's PA.
- Assist the Director, Co-Curricular with the administration of all Extra Curricular Activities.
- Manage the return of all lost property.
- Assist with Open Morning arrangements.
- Attend and support whole-School events, including Speech Day.
- Assist with the updating of School records and databases.
- Undertake such other duties as directed and required from time to time.

Skills & Experience

Essential requirements for the role:

- Ability to safeguard the health the safety and well-being of children.
- Excellent communication and managerial skills with pupils, staff, visitors, parents and governors.
- High standard of personal presentation.
- Flexible and proactive attitude to work.
- Ability to act on own initiative, resolving minor matters, and referring more serious matters to the appropriate member of staff.
- IT literate.

Desirable requirements for the role:

- Experience of working in a School.
- Experience of working in a busy reception.
- Experience of iSams.

A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Pre-Prep and Middle School buildings. In 2005 Beechwood Park extended its provision to include an off-site nursery, then opened our purpose built Woodlands Nursery on site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with an outdoor classroom, an indoor swimming pool, recording studio, music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.





What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

A remuneration package including:

- A salary of £24,500 - £26,000 per annum.
- 6% employer pension contribution.
- Lunch in the school dining room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

Recruitment Process

Beechwood Park School's purpose is to provide an exceptional education, giving every child the best possible opportunity to lead a happy, successful and productive life.

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Park Purpose, Vision and Mission across all aspects of its educational provision. Health and Safety, Safer Staff Recruitment, Child Protection, and the School Values stand as the four cornerstones of pupil and staff welfare.

The School requires all of its applicants for employment to complete an online application form that is structured in such a way that it is compliant with KSCIE requirements.

Applicants will be asked to produce original documentation of certificates and qualifications, and identity verification including evidence of the candidate's right to work in the UK. The School will undertake an enhanced DBS clearance check for the successful candidate. Beechwood Park School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our Head of People: recruitment@beechwoodpark.com

We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Chief Operating Officer or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.

To apply for the role:
Applications must be submitted via the school's careers page at MyNewTerm and should include a supporting statement to detail your suitability for the position as you would in a letter of application.

If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via recruitment@beechwoodpark.com

Applications must be received by 29 November 2026 by 9pm.
Visits to the school, by appointment, are welcome.

Beechwood Park

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beechwoodpark.com