



**THE BEACON**

Guiding the next generation



# **ASSISTANT SCHOOL SECRETARY & RECEPTIONIST**

Part Time - For September 2025



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## INTRODUCTION

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The Beacon is a leading independent day school for boys aged 3-13, set on an 18-acre site within the Chilterns countryside, located in Chesham Bois, Amersham.

The school was founded in 1934 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys. Today, The Beacon has circa 510 pupils from Nursery to Year 8.

## GUIDING THE NEXT GENERATION

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The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

## ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

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From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

We ensure that every experience at The Beacon is about becoming a Beacon boy for life.

## THE BEACON VALUES

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Our values are embedded into Beacon Life.



# WELCOME FROM THE HEADMASTER

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Dear Applicant,

Thank you for your interest in our role of [Assistant School Secretary & Receptionist](#) at The Beacon.

This is a key role providing professional and effective support to the Front Office team at The Beacon. The successful applicant will possess excellent organisation skills, a naturally welcoming manner and have a strong eye for detail. This role will work closely with our Lead Receptionist who is here every day and support my team with day to day admin and other duties.

This is an afternoon role requiring 27.5 hours per week term time where some occasional overtime may be needed from time to time, including over the School holidays.

The Beacon is a large and busy prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham town.

To give you a flavour of life at The Beacon, please look at our website [beaconschool.co.uk](http://beaconschool.co.uk). Here, you will find our Safeguarding and Child Protection Policy among other useful policies on the 'policies' page.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Nick Baker', with a stylized flourish at the end.

Nick Baker

**Headmaster**

## IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974.*



# **JOB SPECIFICATION**

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**Job Title:**     **Assistant School Secretary & Receptionist**

**Hours:**         Term time: 12:30 pm to 6:00 pm, 5 days per week, 27.5 hours per week

Non-Term time: It is envisaged that extra time may be required over the School Holiday periods to cover during the Lead Receptionist's annual leave and assist with other admin needs. Whilst not guaranteed, this could be up to 40 additional hours in total – to be claimed as overtime dependent upon hours worked.

Potentially, a pattern like:

- 15 hours Summer holidays,
- 5 hours Autumn half term,
- 10 hours Christmas holidays and
- 10 hours Easter holidays.

## **MAIN DUTIES & RESPONSIBILITIES:**

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### **FRONT DESK RECEPTION DUTIES**

- To provide support to the Lead Receptionist and to deputise as required
- To welcome visitors, parents and prospective parents
- Signing all in, checking ID and arranging supervision as appropriate
- Operating the School's main telephone line, transferring calls and taking and delivering messages accurately and swiftly
- Ensuring a welcoming, tidy and professional reception area is maintained at all times

### **ADMINISTRATIVE/SECRETARIAL DUTIES**

#### **Parent & Pupil Related Admin**

- Management of the Parent Portal, updating of documents, responding to parent enquiries
- Management of online Parent's Evening booking system and set ups for parents evenings
- Assisting with extra curricular admin and parent related comms eg vetting and co-ordination for clubs and using the School's Socs system
- Production of attendance reports through iSAMS and follow up actions for Management
- Management of pupil registers



## **Headmaster and Front Office Support**

- Helping with events plans, Speech Day preparations and organisation etc
- Covering on occasions and where required for the Heads PA
- Undertaking a range of administrative tasks for the Headmaster and Executive team
- Helping with parent and other communications, as required
- Tasks may also include filing, mail outs, text messaging, scanning and photocopying
- Monitoring stock levels of Front office related supplies

## **Essential Day to day Admin and Co-ordination**

- Assisting the Lead Receptionist with email box and enquiries etc
- Managing accurate and timely prep and late stay lists (to include daily changes)
- Coordination and set up of termly bus lists and managing daily changes
- Collecting, sorting and distributing internal and external post
- Dealing with parcel couriers and postal deliveries
- Maintaining Fire Lists/ Fire Marshall
- General administrative support to the wider administrative team as and when required

The role may require some additional working over the school holidays to pick up telephone messages, open post and manage emails etc for the School Office (to be paid by way of overtime).





## SAFEGUARDING

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Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Please Note:

- *The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



## PERSON SPECIFICATION

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	Essential	Desirable
<b>Qualifications</b>	Strong grades at GCSE/equivalent in English and Maths	
<b>Experience</b>		Previous experience of receptionist duties and working in an office environment
<b>Skills</b>	Excellent communication skills and telephone manner Strong organisation skills Able to work in busy environments and multi-task Knowledge of Office 365, Word, Outlook, Excel etc as well as confident about learning new systems Able to work both independently and as part of a team Strong attention to detail	
<b>Other</b>	Excited by the prospect of being 'front of house' for one of the country's largest and most successful prep schools Highly professional with positive outlook Team player Motivated, kind, confident and hard-working Excellent role model An unwavering commitment to safeguarding	

## THE PACKAGE

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- Salary – competitive
- 6 weeks paid holidays (to be taken during non-term time)
- Pension with employer 5% contribution
- Life Assurance and Income Protection Schemes

## THE PROCESS

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The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please complete/download from the [website](#) or send a copy of your completed Application Form and covering letter by e-mail to: [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

Closing date for receipt of applications: **Monday 12 May 2025** Interview date to be confirmed.

*We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.*

*Please note: CVs cannot be accepted. Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.*

## CONTACTS

**Address:** The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

**Telephone:** 01494 736165

**Email:** [recruitment@beaconschool.co.uk](mailto:recruitment@beaconschool.co.uk)

**Website:** [beaconschool.co.uk](http://beaconschool.co.uk)

