



# ASHFOLD SCHOOL



## Candidate Brochure Receptionist (part-time)

Required as soon as possible



## **Receptionist (part-time)**

Ashfold, part of The Stowe Group, is a leading prep school for approximately 250 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside.

This is a part-time appointment, with working hours from 7.45am – 6.15pm Wednesday – Friday. The school operates Monday to Friday as dictated by the school calendar.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.

This is an exciting opportunity for a proactive individual keen to place their mark on the School by ensuring a positive impression is given to all who visit Ashfold School.





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### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

### Vision & Ethos

**We are  
Change Makers**



The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide various opportunities for professional growth and we create a culture of community and partnership.

### Key Responsibilities

- To act as the first point of contact for the school: welcoming visitors, responding to telephone and email enquiries in a helpful and constructive manner, and ensuring that all actions are taken within an appropriate timeframe.
- To communicate with parents regarding all aspects of school life including the receiving and forwarding of information and completing miscellaneous duties relating to school events and functions including sending out invitations, tickets and dealing with the sale of such to pupils, parents and visitors.
- To answer incoming calls, transfer calls to relevant staff and take any necessary messages, passing them on to the person concerned, and ensuring that any urgent messages are passed on to pupils and staff efficiently and in an appropriate manner.
- To ensure that all visitors sign in and are issued with a visitor badge where necessary.
- To co-ordinate bookings for external transport, School minibuses and any other relevant facilities and services, updating related database records accordingly.
- To take Wrap Around Care bookings and update the relevant database.
- To ensure that the reception area is kept smart and tidy and that the reception noticeboard is kept up-to date.
- To maintain and update school information, records and databases.
- To order stationery, materials and resources for the School, ensuring that appropriate stock levels are maintained.
- To receive, sort, check and distribute all packages, deliveries and mail.
- To provide support to, and cover for, Matron in providing first aid to pupils and managing their attendance.
- To provide administrative support for the Bursary staff and Headmaster's PA as required;
- To undertake any other duties as requested from time to time by the Bursar.

### Other Professional Requirements:

- To attend and participate in staff INSET days as directed.
- To establish and maintain effective working relationships.
- To be aware of the need to take responsibility for your own personal development.
- To contribute to the development, implementation and evaluation of the school's policies, practice and procedures in such a way as to support the school's values and vision.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.



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<b>Person Specification</b>		
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Grade A* to C or equivalent in Maths and English	✓	
A First Aid qualification		✓
<b>Experience</b>		
Experience of working in a busy environment		✓
Experience in a customer focused role	✓	
<b>Personal Skills</b>		
Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality.	✓	
Excellent organisational skills and ability to prioritise workload.	✓	
Excellent attention to detail	✓	
A good level of computer skills; proficient in Word, Excel, Outlook and have secure internet skills.	✓	
Professional manner, Smart and well-presented	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
The ability to ensure that deadlines are met	✓	
Ability to use initiative and be self motivating	✓	
Ability to work as part of a team	✓	
Ability to work independently	✓	
<b>Communication Skills</b>		
Excellent interpersonal and communication skills, in person, telephone and written.	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

**Date Agreed:** August 2025 (MR/People Team - Ashfold)



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**Safeguarding** - The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.





### Terms and Conditions

- We are seeking to appoint a Receptionist to start as soon as possible.
- The role attracts a salary of £13.39 per hour.
- The role is for 30 hours per week, term-time only (as dictated by the school calendar).
- The School operates a support staff group pension scheme to which the school contributes 5% of your salary subject to minimum contribution of 3% by the employee. All eligible staff are enrolled automatically in the scheme and other members may join on request.
- Free School meals and refreshments are provided on School and INSET days.
- There is a discount on School Fees for applicable staff.
- Free on-site car parking.
- Access to the School benefits and wellbeing resources.
- The School hosts various staff social events throughout the year.

### The School

The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding which is very popular. Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Ashfold has been awarded 'EXCELLENT' in all categories by the Independent Schools Inspectorate (ISI) following our recent Compliance & Educational Quality Inspection.

A double "excellent" is the highest possible outcome for a school during a full Focused Compliance & Educational Quality Inspection.

Inspectors stated that the school was:

- **excellent**, both for the quality of pupils' academic and other achievements, and
- **excellent**, for the quality of pupils' personal development.

Further information can be found at [Latest report marks us 'excellent' - Ashfold School](#).

### Applications

Those wishing to be considered for the post should download and complete an Application Form. Completed applications should be emailed to the HR Department, [HR@ashfoldschool.co.uk](mailto:HR@ashfoldschool.co.uk) or posted to:

HR  
Ashfold School  
Dorton  
Buckinghamshire, HP18 9NG

Applications not submitted on the Ashfold Application Form, or applications not completed in full, will not be considered.

**Closing Date:** The closing date for applications is 12.00pm on Friday 12 September 2025.

**Interviews:** Will take place shortly after the closing date.

Ashfold School encourages early applications and reserves the right to close this vacancy and appoint prior to the application closing date if we receive a sufficient number of suitable applications. Ashfold is committed to the protections and safety of its children. Applicants will be required to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

If you would like to discuss any aspect of the post in greater detail, please contact the HR Department on 01844 238237 or email [hr@ashfoldschool.co.uk](mailto:hr@ashfoldschool.co.uk).