



ST JOHN'S BEAUMONT PREPARATORY SCHOOL

OLD WINDSOR



Receptionist/School Administrator
Candidate Information Pack
March 2026





ABOUT THE SCHOOL

St John's Beaumont is a Day and Boarding Preparatory School for pupils aged from 3 to 13 set within 50 acres of established woodland and playing fields adjacent to Windsor Great Park.

This is a very special place to work and to learn. Our pupils are offered every possible opportunity to excel in a wide variety of areas, both academically, but importantly also in the wider curriculum as well. St John's naturally suits those who are open-minded, spiritual, compassionate but also importantly critical thinkers.

Founded as a Roman Catholic (Jesuit) school, our spiritually and culturally rich tradition informs the qualities we seek to nurture and develop in our pupils, who progress to a range of senior schools such as Charterhouse, Eton, Harrow, Oratory, Stonyhurst, Wellington & Windsor Boys, with many receiving scholarships.

Our beautiful school buildings were designed in 1888 by John Francis Bentley who rose to fame as the architect of Westminster Cathedral in London. The School enjoys first class facilities including a purpose-built sports centre, indoor and outdoor cricket nets, floodlit tennis courts, a golf putting green and driving range, an indoor swimming pool and over 50 acres of playing fields. St John's enjoys a strong reputation for sport, with a strong rugby and swimming tradition, as well as cricket, football, golf, and rowing; as well as music and the performing arts.

SAFEGUARDING

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check (including Barred List check) by the (DBS) Disclosing and Barring Service. The school is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the School. Please note that online searches may be performed on shortlisted candidates, including social media accounts.

EQUALITY AND DIVERSITY

St John's Beaumont is a welcoming environment. The school promotes the concept of equal opportunity for all and recognises the need to counteract ideas and instances of individual and institutional discrimination on the grounds of race, ethnic origin or colour, gender, age, disability or sexual orientation. We value and treat all people with dignity and respect.

We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation. We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged.

It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage / civil partnership, pregnancy/ maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).



WORKING WITH US

Thank you for your interest in joining St John's Beaumont. We place great value on our staff and offer a welcoming, collaborative community, where all colleagues are valued and treated with respect and dignity. We offer a range of benefits and competitive terms and conditions. The information below is non-contractual but aims to give you an overview of the post.

BENEFITS

PENSION After successful completion of 3 months employment, you will be automatically enrolled into a pension scheme.

HOLIDAYS There is a generous holiday entitlement, and you will be entitled to 25 days' annual leave per year, generally to be taken outside of term time, plus 8 public holidays.

SICK PAY On successful completion of your probation period, staff are eligible for sick pay under the School's occupational sick pay scheme.

MEALS AND REFRESHMENTS During term time a freshly prepared, nutritious lunch is available as well as refreshments during your working day, free of charge.

PARKING There is ample free on-site parking available.

STAFF FACILITIES AND SPORT Various sports facilities are available on site that can be used by staff at agreed times during the week, including the sports hall, swimming pool and gym. Various school social events and functions are organised throughout the year.

INDUCTION AND STAFF TRAINING AND DEVELOPMENT You will receive initial induction training when you first join us, with ongoing support and guidance. Following induction, you will be encouraged to demonstrate continuous professional development by attending appropriate internal and external training courses, seminars and conferences.

DISCOUNTED SCHOOL FEES At the discretion of the Headmaster and Finance Manager, staff may be eligible a discount on day fees should their child be accepted into the School. This discount is on a pro-rata basis for part-time employees.

STAFF AND WELLBEING You will be offered free membership of our Employee Assistance Programme and are also exploring other wellbeing initiatives to support our staff.

FLEXIBLE WORKING The school recognises the need for a manageable work-life balance and the importance of family life, and aims to facilitate flexible arrangements within the school's operational needs

SCHOOL LIFE All staff are encouraged to participate in school life, which could include exciting opportunities, such as accompanying school trips overseas.





JOB DESCRIPTION

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| Job Title | Receptionist/School Administrator |
| Group | Administration |
| Reports to | Headmaster |
| Responsible for | n/a |

JOB PURPOSE

Reception sits at the heart of our community. It is the first point of contact for parents, pupils, staff and visitors and plays a vital role in maintaining a welcoming, professional and secure environment.

We are seeking to appoint an organised, personable and highly efficient Receptionist/School Administrator to join our busy and friendly administrative team. The successful candidate will demonstrate sound judgement, strong organisational skills and a proactive, can do approach.

ROLE SPECIFICATION:

- Start Date: April 2026
- Working hours: The School is able to be flexible, approximately 40 hours per week, between the hours of 08:00-18:00. This is a full time, year-round position with occasional weekend work and attendance at School events and functions.
- Holiday provision: 25 days + 8 Bank Holidays per annum.
- Salary: dependent on experience

ROLE OVERVIEW:

The Receptionist/School Administrator will deliver a professional and friendly front of house service whilst supporting the smooth and efficient day to day running of the School's administrative function.

This is a varied and fast paced role requiring excellent communication skills, attention to detail and the ability to manage competing priorities calmly and efficiently. The role carries significant responsibility in maintaining safeguarding, communication accuracy and organisational coherence across the School.





Key Responsibilities

- Front of House and Visitor Management
- Warmly greet all visitors to the School and ensure all visitor protocols are followed.
- Maintain a professional, tidy and welcoming Reception environment.
- Ensure safeguarding, signing in procedures and security processes are adhered to at all times.
- Operate the school barrier and door access control systems.
- Monitor CCTV in support of school security.
- Support fire evacuation procedures, including bringing registers and the visitor book to the assembly point.
- Monitor on site traffic and parking during the school day and for events.

Communication and Correspondence

- Manage the busy reception inbox and respond to or distribute emails promptly.
- Handle all internal and external telephone calls professionally and efficiently.
- Liaise confidently with pupils, parents and staff regarding daily queries and operational matters.
- Ensure as required communications are distributed to parents and staff, including via the School's communication platforms.
- Pass on messages and information accurately and in a timely manner.

Calendar and Organisational Management

- Support the Headmaster's office, with producing and circulating the School calendar, ensuring accuracy and coordination across departments.
- Assist in the planning and organisation of the co-curricular programme, including enrichment activities, trips and events.
- Attend relevant meetings, take notes where required and ensure follow up actions are recorded and progressed.
- Produce sign in sheets and documentation for school events.
- Support the organisation of key school events, including Open Mornings, Parents' Evenings, liturgical events and Prize Giving.

Attendance and Database Administration

- Ensure pupil attendance registers are completed and monitored in a timely fashion.
- Check and monitor pupil attendance records and produce reports as required.
- Monitor pupil sickness forms and record absences.
- Respond to absence requests and obtain appropriate authorisation.
- Update and maintain accurate information on the School's database and information systems.
- Run reports from the School's management information system as required.
- Support the Headmaster's EA with efficient filing and archiving of pupil related information.
- Manage and maintain school information systems, ensuring they are current, accurate and functioning effectively.





General Administration

- Distribute incoming post and process outgoing post.
- Coordinate incoming deliveries with the Site Team.
- Manage and coordinate school photographs throughout the year.
- Coordinate convalidation certificates for Spanish students.
- Support colleagues across the School, including the Finance Department, Marketing and Admissions, Academic Leadership, Friends of St John's and Chaplaincy, with administrative tasks as required.

PERSON SPECIFICATION:

We are seeking a capable and professional all-round administrator who can work both independently and as part of a busy administration team.

Essential

- Excellent verbal and written communication skills.
- Strong proofreading skills with meticulous attention to detail.
- Confident and competent in ICT, with the ability to learn new systems and procedures quickly.
- Experience managing calendars or coordinating complex schedules.
- Strong organisational skills and effective time management.
- Ability to prioritise and manage multiple tasks in a busy environment.
- Strong decision making skills with the ability to investigate, problem solve and act appropriately.
- High levels of discretion and confidentiality.
- Calm, professional and approachable manner.
- A clear understanding of safeguarding and the importance of security within a school environment.
- Ability to work collaboratively whilst also being self-motivated and proactive.

Desirable

- Experience working within a school setting.
- Experience using school information systems.
- Experience managing school communication platforms or apps.
- Experience supporting co-curricular planning or event coordination.
- First Aid qualification.

Personal Qualities

- Professional and well presented.
- Warm, welcoming and service oriented.
- Detail focused and organised.
- Flexible and adaptable.
- Solution focused with a positive, can do attitude.
- Committed to upholding the ethos and standards of the School.





HOW TO APPLY

Please contact Mrs Alison Payne in the Headmaster's Office on schooloffice@sjb.email for an application form or download the non-teaching application form from our website.

CLOSING DATE

Monday 23rd March at 10.00am

INTERVIEW DATE

Monday 30th March

We reserve the right to close the application deadline early, and make an appointment before the closing date.

