

CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of
Receptionist, Sixth Form Centre

The role

We are seeking a dedicated and organised receptionist to join our dynamic team at City of London School for Girls.

This role is crucial in providing a warm and welcoming environment for our students, staff and visitors.

The role will be based at our Museum of London sixth form centre, an annex of the City of London School for Girls. The role will be line managed by the senior administrator to the head of facilities and operations, and responsible to the head of facilities and operations.

This is a part-time role, term time only, 36 weeks per annum. The hours for this role are 7:30am to 12:30pm (25 hours per week) with a salary of approximately £18,000 per annum.



Main duties & responsibilities

1. Making and receiving telephone calls via a Teams system – assisting with enquiries of a general nature from prospective and current parents, companies, suppliers & City of London Corporation departments
2. To operate a two way radio system which is the main source of communication for the nurse and to report repairs back to the main site.
3. To report faults to the correct department through the provided channels to make sure things are resolved as efficiently as possible.
4. Monitor staff and visitors and supervise pupils signing in and out of the sixth form centre, to make sure records are up to date for roll call purposes.
5. To act as the lead Fire Marshal during fire drills, duties will include, staff sign-in and out registers populated through the electronic InVentry system, these will be required to be printed out twice per day, after registration has taken place.
6. In line with the school's safeguarding procedures, provide all visitors with a security pass and introduce them to the school's information booklet, All security passes to have the appropriate coloured lanyard attached. All visitors are to be monitored whilst on site by the receptionist until such point as they have been collected by the relevant member of staff.
7. Communicating with staff ahead of visitors arriving, allowing you to prepare the appropriate lanyards and assisting in signing them in for meetings & events.
8. Ensure late pupils complete late slips and adapt registers as necessary.
9. Take parent messages about pupils who will be absent that day and the reason, and produce an absent list.
10. Ensure pupils use the correct school entrance and sign in and out.
11. Assisting with stationery requests and filling printers and logging any issues directly to the provider.
12. Message passing by e-mail and memorandum.
13. Ensuring both incoming and outgoing mail is recorded and that outgoing mail is sent to the main site Reception, for collection,



Main duties & responsibilities

14. To assist with deliveries for the sixth form centre.
15. To support facilities at the main site with administrative duties, which may include obtaining quotes, purchasing and other ad-hoc requests.
16. Financial - credit card reconciling, raising purchase orders, financial record keeping,
17. Update regularly the receptionist procedural guide for each allocated task including identification of target dates.
18. Use Windows, Excel and the database for basic amendments.
19. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
21. To undertake any other duties that may reasonably be requested appropriate to the grade.



Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freemen's School, and City Junior School.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



How to apply

The closing date for this role is 9am on **Wednesday 2 December 2026**. Please note that we reserve the right to appoint before this deadline and therefore encourage early submissions.

To apply, please submit an application form via CVMinder, including a detailed covering letter outlining your suitability for the role and your vision for the academic development of the City of London School for Girls. We welcome candidates who share our commitment to academic excellence and innovation within a supportive and ambitious learning community.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

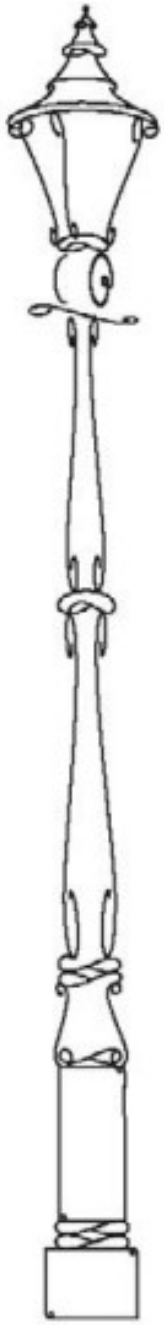
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- You should declare any relationships you have to members or other employees of the City of London Corporation
- Shortlisted candidates will be required to declare all criminal offences, including those that are spent

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/ belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, which is available here, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Our recruitment policy can be found here.

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy 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 children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



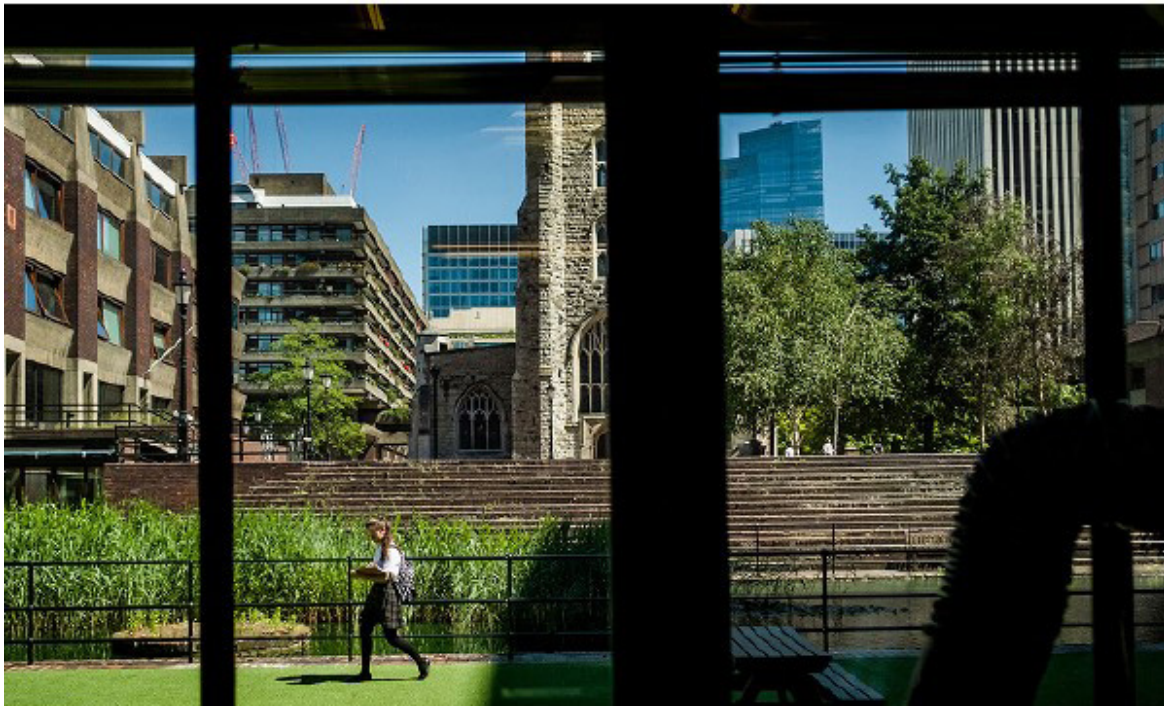
Our school

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will ***ready*** our pupils in five key areas:



Our strategic development plan can be read in full on our website by clicking this link.