



School Receptionist

Candidate Information Pack



Sibford
Shape your story

WELCOME TO SIBFORD

A co-educational day and boarding school for pupils aged 3 - 18. Empowering young people with the skills, self-belief, and spirit to take their place in the world

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head



Our Vision and Ethos

Our mission

To nurture ambitious learners who shape their worlds with their compassionate, creative and questioning minds.

Our vision

To empower future generations who live adventurously in the world and take responsibility to improve it.

Our ethos

Endeavour

- I take responsibility for my learning journey, striving to give my best in all lessons and activities.
- I have the resilience to take accountability for my mistakes and recognise they help me learn and develop.
- I take pride in my work and approach all my lessons ready to learn by being punctual, organised and prepared.

Respect

- I respect myself, my surroundings and those around me.
- I show integrity by being truthful, reflecting on my decisions and making wise choices.
- I actively listen, value the perspectives of others and seek stillness even amid the activities of daily life.



Community

- I actively help others and the community.
- I am responsible for an environment where equality is valued and I treat everyone how I want to be treated.
- I understand my responsibility to display stewardship and make the world a better place.

Kindness

- I advocate for inclusivity and try to include everyone in my lessons and activities.
- I actively try to consider and understand how someone else may be feeling and respond with kindness.
- I look for peaceful resolutions to disagreements, never using words or actions to deliberately hurt others.

Our Approach

We believe that academic success is driven by outstanding pastoral care and a vibrant and well-rounded education.

A focus on the individual needs of each child is central to our approach. Small class sizes with dedicated teachers nurture, inspire and stretch students, giving them a chance to unearth their talents and truly know themselves. Our open and calm environment gives them the space, confidence and mindset to work to their full potential.

We have a dedicated SEN department with a fantastic reputation for their pioneering work. Neurodiversity is part of the rich and eclectic world we live and all the better for it. We believe that embracing and adapting to this diversity should just be an integral part of any school's approach.

We celebrate and champion the diversity of humans, aiming to offer our students a rich and varied curriculum and opportunities to experience and explore diverse skills and interests. As an independent school, we welcome the opportunity to enrich our curriculum, encouraging students to follow their own path, whether it's a traditional academic one, creative arts, technology or horticulture. Placing huge value on co-curricular activities, we actively develop a rich timetable of activities that above and beyond offering new skills and knowledge, inspire great friendships and instil a strong sense of belonging.

A well-rounded education teaches students a wealth of brilliant life skills, from creative thinking, agility, and resilience to leadership, collaboration, and emotional intelligence – all essential in guiding their growth into good citizens and life-long learners.



The Role

38.75 hours per week term time
(34 weeks plus 2 weeks in School holidays to include attendance at INSET and Safeguarding training)
Monday to Friday - 8.15am to 4.30pm
£20,513.00 per annum (pro rata of £25,691.00)

Sibford School are now seeking an exceptional School Receptionist to provide a professional and friendly first point of contact for visitors, parents, students and staff, providing administrative support and ensuring a welcoming, efficient school environment.

The successful candidate must have:-

- Receptionist experience in a busy environment (in a school preferred)
- Experience working with children, preferably in an educational setting.
- GCSEs (or equivalent) in English and Maths (essential).
- Excellent communications skills, both verbal and written.
- Strong interpersonal skills, with the ability to build positive relationships with pupils, staff, and parents.
- Effective organisational and time-management skills to maintain accurate records.
- Patience, empathy, and the ability to adapt to changing needs.
- Ability to liaise clearly and efficiently with departments across the school.
- Strong administrative ability including ICT skills.

The Person

Requirements	Essential	Desirable
Educational attainment	GCSE Level or equivalent in English and Maths	
Knowledge required	Knowledge of telephone systems and procedures in a busy reception environment.	
	Effective organisational and time-management skills to support and maintain records.	
Experience	Receptionist and administrative experience.	Receptionist experience in an educational setting.
	Experience working with children.	
	A front facing, first point of contact role, welcoming visitors and customers.	
	Maintaining administrative procedures efficiently and confidentially.	

The Person

Requirements	Essential	Desirable
Skills and aptitudes required	Strong interpersonal skills, with the ability to build positive relationships with pupils, staff, parents and visitors.	
	Excellent communications skills, both verbal and written.	
	Very organised and have the ability to prioritise a busy workload	
	Able to remain calm and approachable in a busy environment	
Personal qualities	Patience, empathy, and the ability to adapt to changing needs.	
	Positive and nurturing attitude, fostering a safe and supportive environment.	
	Present a smart and professional appearance and ensure working area is tidy and fit for purpose.	
	Highest level of confidentiality and discretion at work.	

Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

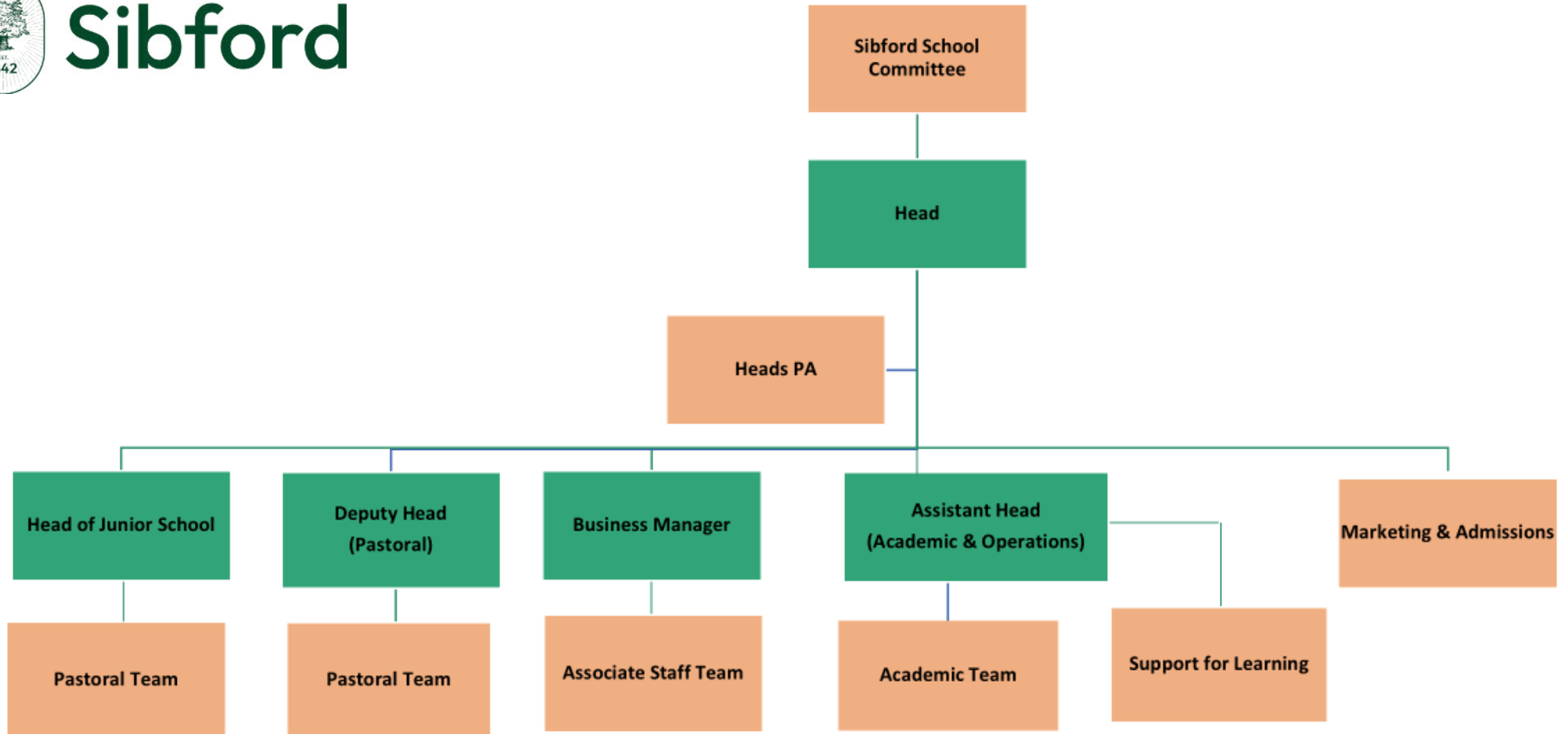
The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.



Senior Leadership Structure



Sibford



Summary of Key Responsibilities

- Handle telephone calls to the school, managing enquiries as necessary to ensure an efficient and professional service is maintained.
- Manage and maintain communications through SchoolPost, producing and distributing multiple weekly posts to the parent community.
- Use features such as mail merge and audience targeting to ensure accurate, timely and effective communication. Applying a strong working knowledge of the platform to maximise its functionality and efficiency.
- Respond efficiently to and/or forward correspondence received into the school's office@ email address.
- Greet visitors and contractors, including booking in, checking identification and issuing appropriate badges and provision of hospitality.
- Support colleagues in updating the school calendar when required.
- Manage room bookings across the school.
- Manage the receipt and despatch of all deliveries/post to the school.
- Administer the school minibus fleet including preparing the weekly minibus timetable, allocating and receiving keys, and assisting the Minibus Coordinator with compliance requirements.
- Book transport including coaches, internal minibuses and hire vehicles for trips.
- Distribute first aid kits and mobile phones for school trips.
- Manage lost property returned to the school office, disposing appropriately of those items not claimed by their owners.
- Provide first aid support when the School Nurse is unavailable, acting as a point of contact for first aid needs.
- Coordinate and liaise with school printer management providers, arranging maintenance and repairs, ordering and controlling printer cartridges and consumable stock to ensure uninterrupted service.
- Manage the daily operation of the School Uniform Store, issuing appropriate uniform items to pupils before and collecting at the end of the school day and maintaining accurate records in line with the school's uniform policy.
- Cover the School Administrator role during periods of absence, by maintaining attendance records.
- To ensure that teachers and departments are supplied with stationery. Plan and order regular stationery required in advance in line with the school academic calendar.

Summary of Key Responsibilities

- Place orders with stationery suppliers as necessary (this includes diaries and planners,, exercise books, coloured card, pens, files etc).
- Sort and check stationery deliveries.
- Maintain a tidy stock of stationery and equipment in the stationery cupboard.
- Research best prices for stationery and manage the allocated budget efficiently.
- Provide administrative support as required.
- To be aware of and comply with the school's duties under the GDPR in relation to data generated, processed or held by the school.
- Any other duties that may be required from time to time commensurate with the post.

Safeguarding Responsibilities:

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.

Living in Oxfordshire

Whilst Oxfordshire and the Cotswolds are beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to the area.

Oxfordshire offers a wonderful quality of life, blending picturesque countryside with the vibrancy of a historic and culturally rich city. With charming villages to explore, walks in the Cotswolds to enjoy, the county provides something for everyone. The area is particularly attractive to families seeking a balanced lifestyle with access to excellent amenities.

Oxford itself is a world-renowned city, known for its beautiful architecture and prestigious university. It's a place where tradition meets innovation — from centuries-old libraries and colleges to cutting-edge research and technology hubs. The city boasts a wide range of independent shops, cafes, and restaurants, as well as theatres, museums, and galleries. Oxford is committed to being a zero carbon city by the year 2040 and has implemented many initiatives to achieve this goal, including Low Traffic Neighbourhood (LTN) schemes, Oxford's Low Emission Zone and the Energy Superhub.

Transport links are another major advantage of life in Oxfordshire. With excellent rail and road connections, you can easily access London, Birmingham, and other major cities. London is just an hour by train to Paddington or Marylebone, while the M40 and A34 provide convenient routes for drivers. For international travel, Heathrow Airport is just over an hour away and Birmingham International Airport is also easily accessible.

Above all, Oxfordshire offers a strong sense of community. From local festivals and farmers' markets to active sports clubs and cultural events, there are many opportunities to connect with others and feel at home. For those taking on a senior role in education, this welcoming and dynamic environment is the perfect backdrop for both professional growth and personal wellbeing.

Oxfordshire is also ideally situated for exploring a wealth of cultural and historical attractions. Just a short drive away is Blenheim Palace, a UNESCO World Heritage Site and birthplace of Sir Winston Churchill. The nearby Cotswold towns of Woodstock, Witney, and Burford offer characterful high streets while Stratford-upon-Avon — the birthplace of Shakespeare — is perfect for a day out steeped in history and theatre.



Why work at Sibford?

Sibford School offers an outstanding education for pupils aged 3 – 18 and is easily accessible from both Oxfordshire, Warwickshire and Gloucestershire.

Our school is a friendly and welcoming place to work. With stunning views and 50 acres of surrounding countryside, it is a great place to spend your working hours.

Some highlights from our ISI inspection in October 2024

“ Pupils, including boarders, feel safe and are confident that there is a trusted adult they can speak to, if they have any concerns. ”

“ Leaders work collaboratively and adeptly together to provide an academic and pastoral education reflecting the ethos of the school. This ethos is based on the school's values of endeavour, respect, community and kindness. Leaders take into account the needs of the pupils and the views of parents to prioritise the most important things that they need to do. ”

“ The school's ethos of welcome and inclusion permeates every aspect of school life. There is a palpable sense of kindness, in interactions between pupils and modelled by their teachers, Pupils model the school's ethos and aims of collective stillness and reflection in assemblies, lessons and during social times. As a result, pupils behave well. ”

THE
GOOD
SCHOOLS
GUIDE

[Click here to read our review in the Good Schools Guide](#)

What we offer

Salary	£20,513.00 per annum (pro rata of £25,691) for 38.75 hours per week term time only plus 2 weeks
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Staff Fee Remission Discount on school fees	66.6%
Paid Holidays	28 days + Bank Holidays pro rata for part time to be taken in school holiday time
Academic term	34 weeks term time.
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months.
Employee Assistance Programme	This includes free access to medical advice, health and wellbeing services, employee hub and much more.
Free School lunches	Provided in term time.
School Swimming pool	Free sessions for staff
Fully equipped gym	Staff sessions (when not used by pupils)

How to apply

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here:
[Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department:
hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint to the role at any stage of the recruitment process; early applications are therefore encouraged.

We do not accept CVs as part of our safer recruitment process and therefore an application form must be completed.

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

All offers of employment are subject to safer recruitment pre-employment checks including an enhanced DBS check.

If you are successfully shortlisted, you will be invited for interview at the school and have the opportunity to view the school and its grounds.

Closing date for applications: Wednesday 12th August 2026.

Interview date: To be confirmed.

We are unable to offer overseas sponsorship.





Sibford

Sibford School, Sibford Ferris, OX15 5QL

01295 781200

sibford.org.uk