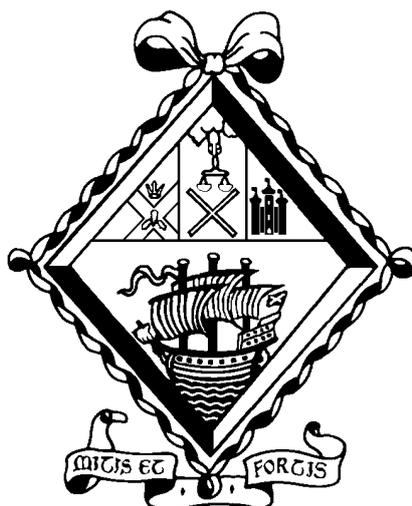


# ERSKINE STEWART'S MELVILLE SCHOOLS' GOVERNING COUNCIL

## The Mary Erskine School



## Receptionist (full-time, term time only)

### THE MARY ERSKINE SCHOOL

The Mary Erskine School comprises approximately 760 girls aged 12-18. Founded in 1694 by Mary Erskine and the Company of Merchants of the City of Edinburgh to educate and care for the daughters of city burgesses who found themselves in reduced circumstances, it is the oldest girls' school in Scotland and one of the oldest in the whole of the United Kingdom. Throughout its history, the school has been administered by the Edinburgh Merchant Company.

Since 1978 the school has been twinned with **Stewart's Melville College**. Through this arrangement, the senior schools are separate and single-sex but are each led by the Principal, while all the girls and boys below the age of 12 are educated together in the **ESMS Junior School**. Senior school boys and girls come together in orchestras, choirs, drama and musicals, as well as in numerous Outdoor Education projects and in the Combined Cadet Force. Since August 1999, the Sixth Year has become a genuinely 'twinned' experience, with boys and girls jointly comprising a single academic, pastoral and social unit.

The Mary Erskine School was inspected by Her Majesty's Inspectors in 2017 and was highly commended in the subsequent report. It was named The Sunday Times Scottish Independent Secondary School of the Year 2012.

The Erskine Stewart's Melville Schools have a charitable foundation and today provide financial assistance to over 150 bursary holders, who attend Stewart's Melville College or The Mary Erskine School.

## **BUILDINGS**

The school, named The Mary Erskine School in 1944 to mark the 250th anniversary of its foundation, has been housed on various sites in the city - the Cowgate, Bristo, Lauriston and Queen Street - and the buildings are depicted on the engraved glass panels in the entrance hall. In October 1966 the school moved to purpose-built accommodation on the magnificent 38 acre site adjoining Ravelston House. These new facilities have been enhanced by the building of a Sixth Form Centre in 1995 and by the more recent refurbishment of the Science Laboratories, Art Department, Home Economics Department, Careers Department, Library, ICT suite, the provision of two floodlit Astroturf hockey pitches, and the construction of six new tennis courts.

A new Sports Hall was completed in October 2000. It houses the National Cricket Academy and the Scottish Cricket Offices. A community sports facility is in operation seven days a week, outwith school hours and the project, which is linked to the sports facilities at Queensferry Road, are managed by the Community Sports Development Manager.

## **CURRICULUM**

The Erskine Stewart's Melville Schools are committed to the all-round personal development of all children in their care. Their education is underpinned by nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility.

The school follows its own curriculum prior to examination years. The Curriculum for Excellence is not followed. Girls generally sit the public examinations prescribed by the Scottish Qualifications Authority. It is normal for girls to sit a combination of eight subjects at National 5 and to proceed to Higher courses in S5. The majority will return for a final year in Sixth Form, with a high proportion taking Advanced Highers. 'A' Levels are offered in Art, Music and Product Design.

## **TEACHERS**

There are approximately 80 teachers at the school. They rely on an excellent team of support staff, whose high standards contribute greatly to the quality of the school.

## **PROFESSIONAL REVIEW AND DEVELOPMENT**

All teaching and support staff participate in a three-year cycle of professional review.

# THE POST

<b>BASIC FUNCTION</b>	The Receptionist deals with telephone enquiries and visitors and works as part of the School Office team.
<b>ACCOUNTABILITY</b>	The Receptionist is accountable to the Head of The Mary Erskine School, through the Office Manager.
<b>RELATIONSHIPS</b>	The Receptionist works closely with the Office Manager and all other members of the School Office team.
<b>KEY TASKS</b>	<ul style="list-style-type: none"><li>(a) Responds in a friendly, helpful manner to enquiries from pupils, staff and other visitors to the school.</li><li>(b) Maintains the school's registration database (PASS) and follows up on absent pupils.</li><li>(c) Answers the telephone promptly and passes queries immediately to the appropriate member of staff for attention, without interrupting teaching staff during lesson time.</li><li>(d) Administers, responds and forwards emails received in the <a href="mailto:mesreception@esms.org.uk">mesreception@esms.org.uk</a> mailbox to relevant members of staff each morning.</li><li>(e) Prepares and issues weekly detention letters.</li><li>(f) Ensures that the Reception area is welcoming and kept tidy.</li><li>(g) Leaves incoming parcels with the Janitors and lost property with the School Office.</li><li>(h) Organises and issues wi-fi codes for visitors as directed by senior staff.</li><li>(i) Issues visitors' passes and ensure the Log Book is kept up-to-date.</li><li>(j) Ensures the Lunch File and duty rotas are up-to-date.</li><li>(k) Ensures information about staff absence is communicated promptly to the Head.</li><li>(l) Keeps the ESM Challenge board updated with results.</li><li>(m) Ensures that the Fire Register and the Fire Log Book are always up-to-date and to hand.</li><li>(n) Monitors the transport situation during extreme weather.</li><li>(o) Franks/stamps outgoing mail, and purchases stamps, as required.</li><li>(p) Maintains the Trips file and ensures that all documentation from staff is lodged in the file. Liaises with the Head as necessary.</li><li>(q) Collates orders for class and sports photographs (as required).</li></ul>
<b>GENERAL TASKS</b>	<ul style="list-style-type: none"><li>(a) Types documentation for staff, on an ad hoc basis, as directed.</li><li>(b) Assists with filing and photocopying in the School Office, as directed by the Office Manager.</li><li>(c) Works as part of the School Office team and assist with general tasks, as directed by the Office Manager.</li></ul>

## **SKILLS REQUIRED**

- Excellent telephone manner.
- Good interpersonal and organisational skills, with an ability to remain calm, polite and cheerful.
- Competence in the use of Microsoft packages, particularly Outlook, Word and Excel. Training will, however, be provided if required.

## **REMUNERATION AND OTHER CONSIDERATIONS**

**Hours of Work** The hours of work will be 08.00 to 17.00, Monday to Friday, with 45 minutes unpaid for lunch, a paid working week of 41.25 hours, during term time only. There is entitlement to a free school lunch during term time.

**Salary** Salary will reflect qualifications and experience. The salary range will be from £18,732 to £19,473 per annum (Points D12-D14 on the ESMS Support Staff scales). Salaries are reviewed annually on 1 April.

**Pension** As a member of the support staff, you will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

All staff have access to the schools' Sports Centres and Swimming Pool, free of charge.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

## **APPOINTMENT PROCEDURES**

A letter of application, addressed to Ms Kirsty Nicholson, Head of The Mary Erskine School, enclosing a full *Curriculum Vitae* and the names and contact details of two referees, should be sent by email to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

**The closing date is Friday 30 August 2019.**