



SHIPLAKE COLLEGE
HENLEY-ON-THAMES



Part-Time School Receptionist

Candidate Information Pack

Starting late August/early September 2025

Welcome from the Headmaster

Dear Applicant

The word I hear mentioned most regularly when speaking to the pupils, parents, and staff of Shiplake College is 'community'. So, thank you for taking the time to consider the role of **Part-Time School Receptionist**, as it represents a wonderful opportunity to join our very special Shiplake community.

Shiplake College is an HMC co-educational boarding and day school offering a holistic education for around 540 pupils from Year 7 to Sixth Form. There has been a co-educational Sixth Form since 1998 and since September 2023 girls have been welcomed into Year 7, as we look to the future as a fully co-educational place of learning. We are nestled in leafy South Oxfordshire, five minutes from Henley, and sit right on the River Thames. It is a beautiful place to work.

As well as providing a fantastic learning and living environment for young people, Shiplake offers an enjoyable, challenging and rewarding working environment.

We strive to recruit the best possible teaching and support staff to drive the College forwards and ensure we continue to provide the best possible rounded education for our pupils.

Above all, Shiplake is a school where we try to live out authentically our three core values – the Three Is – **Inclusive, Individual, and Inspirational**.

'Inclusive' is our cornerstone with our strong sense of community in which everyone has value and where the prevailing culture is one of kindness.

'Individual' represents our all-ability school in which we not only recognise but also celebrate that everyone is different - thank goodness for that! This is a personal best school. And finally, 'inspirational' - the pre-requisite at Shiplake is that everyone – students and staff alike - turn up each day with a smile, a positive attitude, and a willingness to engage with all aspects of school life.

Shiplake College is a school where academic rigour is non-negotiable, but character development is just as important. We strive to help students develop broad interests across a wide range of co-curricular areas, bolster self-esteem, and give a sense of our place in the wider world with the aim to make a positive difference to society.

Embracing the lifestyle at a busy and vibrant boarding school is paramount for anyone wishing to work at Shiplake. Knowing our pupils well enables us to ensure that they get the best from their education here, and this is a pivotal part of any role at the College. This is a great opportunity for the right candidate and 'fit' is very important to us.

Thank you for your interest in working at Shiplake College and, as we look to an exciting future, I hope that you will consider being part of that story.

Tyrone Howe

“ Success comes in many guises at this school, and pupils grasp the opportunities offered and work hard to achieve their goals, be it as a professional athlete, entrepreneur, doctor, or artist.

ISI Inspection, May 2022

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The College

Shiplake College is a thriving and relatively young HMC school. It caters for around 540 boarding and day pupils aged 11-18 (anticipated to rise to over 570 in September 2025). There has been a co-educational Sixth Form since 1998 and since September 2023 girls have joined in Year 7 (now making up 42% of the Lower School cohort) as the College goes fully co-educational.

Overlooking the River Thames, two miles upstream of the famous Henley Royal Regatta stretch, pupils enjoy a beautiful and inspiring 63-acre rural site. The College is conveniently located near major air, railway and motorway networks, close to Reading, London and Oxford and just 40 minutes from Heathrow. Full, weekly and flexi-boarding is available from Year 9, with ad hoc 'overnight stays' also an option for day pupils.

Every pupil is placed at the heart of Shiplake life and the College's ethos is underpinned by the Three Is – **Inclusive, Individual** and **Inspirational**.

Shiplake provides a friendly, supportive and structured environment to bring out the best in each and every pupil. Renowned for outstanding pastoral care and personal development, the College welcomes pupils with wide-ranging skills and talents, who will make the most of the many opportunities offered to them. The College provides an education that is tailored to the individual, achieved through engaging and inspirational teaching, delivered in small classes where the teachers can know and understand each pupil's method of learning.

The College continues to see year-on-year improvements in examination results. In August 2024, Shiplake leavers achieved Sixth Form and GCSE grades well above that of the pre-pandemic 2019 examinations. At Sixth Form, the percentage of A*-C grades has risen from 88% (2023) to 97%, and at A*-B from 62% to 72%. The percentage of top A*-A grades has also increased from 32% to 39%. Pupils are heading to top third (66%) and Russell Group (39%) universities. At GCSE, pupils achieved 17% of 9-8 grades, an increase from 14% in 2023. Overall, 93% of GCSE grades were marked 9-4 and 58% of grades 9-6 (88% and 42% respectively in 2019).

In addition to a strong academic foundation, the College offers excellent sporting, artistic and co-curricular opportunities. Two afternoons are reserved for an array of clubs and activities, including a comprehensive outdoor education programme, with pupils encouraged to extend their horizons and experience new challenges and responsibilities.

Academic lessons take place Monday to Friday and each day ends with an hour of academic support during which pupils undertake independent study or seek help with homework from teachers. Sports training takes place on three days a week, with the majority of fixtures scheduled for Saturday mornings.

130 weekly and full boarders become fully integrated into Shiplake's inclusive and welcoming environment. International pupils join us from all over the world, currently from 17 different countries, and represent approximately 4% of the school population. Full boarders take part in a vibrant weekend programme of trips and activities on Saturday afternoons and Sundays, with day pupils and weekly boarders able to enjoy additional family and down time at home.

Shiplake has a formidable reputation for sports, particularly in rowing and rugby, and offers excellent music, art and drama opportunities and an exciting and varied co-curricular programme.



School Development

The stunning grounds are a remarkable combination of old and new; of the traditional and the up-to-date. Although only founded in 1959, Shiplake occupies a site which includes an original late-nineteenth century mansion, still dominating the main school buildings.

The school is equipped with modern amenities, including a contemporary Thinking Space, multi-purpose Lecture Theatre, a multi-activity centre with climbing wall, fitness suite and indoor archery/rifle range, and Marjorie's, a café where Sixth Form students can socialise and work independently.

1959: College Founded
1990: Goodwin Building (Classrooms)
1998: Sixth Form Became Co-educational
2002: College House (Year 13 Boys)
2008: First Year 7 (Lower School) Joined
2009: Gilson (Girls) House
2014: John Turner Building
2020: Davies Centre and Marjorie White Building
2023: First Year 7 Girls Joined
2024: Bevan (Science) and Jubilee Classrooms
2024: Phillimore Fields
2025: Paddocks Artificial Pitches
Further investment and development will help to ensure that the College's future is even brighter than its past.

Inspection

In Shiplake's most recent full ISI inspection in 2022 we achieved full compliance and the top category of **EXCELLENT** in both "the quality of the pupils' academic and other achievements" and "the quality of the pupils' personal development". The report reflects the importance the school places on learning in its broadest sense and recruiting and developing outstanding staff.

www.shiplake.org.uk/inspection

Admissions

Entry points are normally at Year 7 (11+), Year 9 (13+) and Year 12 (16+). Prospective families are encouraged to arrange an individual visit or attend an open morning. Academic, Art, Music, Drama and Sport Scholarships, and means-tested bursaries, are available.

The College embraces pupils from a wide range of ethnic and cultural backgrounds as well as diverse intellectual and physical talents. As a Church of England school, pupils at Shiplake are gently encouraged to lead an active spiritual life throughout their time at the College.

Governance

Shiplake College is a charitable company and is privileged to be supported by a highly experienced, knowledgeable and diverse board of governors. This helps to shape future strategies and inform key decisions to ensure the College continues to maintain the highest possible standards.

Community

There are strong links with the local community and pupils are given every opportunity to get involved in local events and to offer service wherever appropriate.

Fundraising for charities takes place year on year.

The Shiplake Connected platform helps maintain and develop the links between the College, parents, alumni (known as Old Vikings) and former staff.

“Pupils exhibit a mature sense of self-understanding and self-esteem, without any hint of arrogance.”

ISI Inspection, May 2022



Job Description

The Headmaster is seeking to appoint an outgoing, confident and professional **Part-Time School Receptionist**. The role would suit an excellent communicator who is organised, understands the importance of first impressions and customer care.

The role will report to our Head of Administrative Support and will work 24.5 hours per week during term time plus 2.5 INSET days. The working hours are 12.45pm to 6.15pm on Wednesday, 7.45am to 6.15pm on Thursday and 7.45am to 5.15pm on Friday.

The flexibility to work occasional Saturday mornings for school events is needed, these hours are paid as overtime and a shared responsibility with the other Receptionist.

Summary of the Role

The Receptionists are the first point of contact for a person visiting or telephoning Shiplake College. They are the face and voice of Shiplake College.

In addition to meeting and greeting visitors and answering telephone calls, they are very involved with general administrative and clerical support.

Key Responsibilities

- Manage use of visitors' software (SG World), eg pre-booking visitors and issuing passes
- Meet and greet all visitors to the College including contractors and parents
- Answer all telephone calls, and ensure that messages are efficiently distributed
- Arrange parking reservations for visitors in advance of their arrival whenever possible
- Provide visitors with refreshments; maintain stock levels in the kitchen
- Respond to, or distribute, incoming email messages as necessary

- Assist with the maintenance of pupil attendance registers, including signing in and out and processing leave of absence requests
- Keep the reception area, meeting room and photocopying room tidy and presentable
- Distribute incoming post for Reception offices and assist with outgoing post
- Liaise with the maintenance team where required
- Responsible for managing lost property
- Managing the pupil parking process
- Maintain stocks of stationery items
- Open and close the Reception building morning and/or evening, including checking windows are shut and locked and alarms are set

The Receptionist is also required to provide assistance with the following:

- Admissions-related administrative tasks, including logging on iSAMS, posting prospectuses and assisting with open mornings
- Admin support to teaching and support staff such as photocopying and laminating tasks as required
- Support to the administration support team as required

Any other duties as reasonably required by the Head of Administrative Support or member of the Senior Management Team. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Person Specification

Candidates must empathise with, and be committed to, independent education generally, and to the personal best education provided by Shiplake College.



Educational Attainment

- Maths and English GCSE or equivalent

Knowledge and Experience

- Previous secretarial, administration or reception experience would be beneficial
- Experience of building close working relationships and anticipating requirements to enable effective time management and efficient organisation
- Experience of managing multiple stakeholders both internally and externally

Skills and Abilities

- Strong IT skills using Microsoft Office and the ability to master the school management system iSAMS
- Highly effective communicator both verbal and written
- Administrative and organisational skills
- Ability to prioritise and manage diary commitments
- Ability to multi-task whilst remaining calm and composed
- Strong customer focus
- Proactive approach to resolving challenges, presents solutions rather than problems
- Seeks ways to continuously improve performance
- Adaptable and eager to carry out a wide variety of tasks
- Excellent time management and organisational skills
- Unshakeable sense of professionalism and an understanding of the need for confidentiality when required
- Ability to communicate clearly with a range of different people, including teachers, pupils, current and prospective parents and candidates for vacancies

Personal Qualities and Interests

- Attention to detail and a passion for accuracy
- Practical and pragmatic
- Ability to stay calm under pressure
- Flexibility in approach with a can do attitude
- Enthusiasm and drive
- Reliable and considerate
- Self-reliance and self-motivation
- Empathy

Child Protection and Safeguarding

Shiplake College 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). Shiplake College is also committed to equality of opportunity for all staff and applications from individuals are encouraged from suitably qualified candidates regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. There is no typical Shiplake member of staff, we live our core values of individual, inclusive and inspirational and value the contribution that each member of our community makes to life at the College.



Staff Benefits at a Glance



PARKING

Free onsite car parking is available. A valid school parking permit must be displayed. Bike storage is also available (and shower/changing facilities provided).



PENSION SCHEME

Support staff are eligible to join the Pensions Trust (5% contribution from staff, 6.85% from Shiplake).



DOG FRIENDLY

The 'Dogs of Shiplake' form an important part of our community and some staff bring dogs to work (please see Dogs and Pets Policy).



TECHNOLOGY

All teaching staff and eligible support staff are loaned a school device (Microsoft Surface) to enable flexibility in achieving their roles.



CATERING

Complimentary lunches when working during term time. Snacks at break time and hot drinks throughout the day.



DISCOUNTS

Generous staff discount can be applied to day fees for children of employees. Also eligible for discounted school holiday camps (subject to availability).



OUTDOOR POOL

Free access to the outdoor swimming pool for staff and their families, at agreed times when the pool is open during the summer months.



SPORTS CENTRE

Free access to the onsite weights rooms and fitness suites for staff (and partners living onsite).



COMMON ROOM

The Shiplake staff form a vibrant common room with regular social and sporting events.

Shiplake at a Glance



PUPIL NUMBERS

There are currently 536 pupils in Years 7 to 13 (June 2025).



FULLY CO-EDUCATIONAL

From September 2023 girls have been welcomed into Year 7 (44% of cohort) as Shiplake becomes fully co-educational



BEAUTIFUL LOCATION

Set in inspirational Oxfordshire countryside, overlooking the river three miles upstream of Henley-on-Thames.



SHIPLAKE COLLEGE

HENLEY-ON-THAMES

INCLUSIVE • INDIVIDUAL • INSPIRATIONAL

The School Day

- 7.00am • Boarders' Breakfast
- 8.00am • Buses Arrive/Registration
- 8.20am • Assembly/Chapel/Tutor
- 8.40am • Lessons Begin
- 3.30pm • Games/Co-Curricular Activities
- 4.45pm • Prep/Academic Clinics
- 5.00pm • Supper
- 6.15pm • Buses Depart
- 7.00pm • Boarders Activities Programme



9 Daily Bus Routes

1 Weekly West London Route



2:1 applications for each place



10% discount for most scholarships



Academic, Art, Drama, Music and **Sport** Scholarships available



Means-Tested Bursaries available



Fees include **snacks** at break, **lunch** and **dinner**

Fees 2025-2026

Registration Fee

£150 inc. VAT (non-refundable)

Acceptance Deposit

£1,750 (UK and EU), with £500 credited to the second term's bill.

Lower School (Years 7 and 8)

£8,875 per term inc. VAT

Years 9-13

Day

£11,250 per term inc. VAT

Flexi-Boarding (up to 2 nights a week)

£13,775 per term inc. VAT

Weekly Boarding (up to 6 nights a week)

£15,750 per term inc. VAT

Full Boarding

£17,500 per term inc. VAT

Headline Figures



535

school roll (summer 2025)



30%

flexi, weekly and full boarding



42%

girls in Years 7 and 8



1:6.5

teacher:pupil ratio

Sport and Co-Curricular



50+

sports and co-curricular activities available



Success in **rowing** for girls and boys at Schools' Head, NSR, HRR, and at international level



Active **Outdoor Education Programme** and **CCF** (Army, Royal Navy and Air Force)



150

pupils completing **Bronze Duke of Edinburgh's Award**



30

pupils completing **Gold and Silver Duke of Edinburgh's Award**

Destinations and Careers



91%

secured places at first or second choice university



66%

progressed to top third UK universities



39%

progressed to Russell Group universities



Top UK destinations 2024: York, Nottingham, Loughborough, Trent, Exeter, Cardiff, Royal Holloway



Top degree subjects 2024: Business, Marketing, Sport, Engineering, Criminology



USA university destinations 2024: Harvard, Boston, Iowa and Washington



Microsoft Surface unified **device policy**



All **mobile phones** handed in at the start of each day

Exam Results



93%

of GCSE results were **9-4 grades** (2024)



97%

of Sixth Form results were **A*-C** (or equivalent)

Teaching and Learning



27

subject options at Sixth Form



5

options for additional Year 12 qualification with UCAS points



21

subjects offered at GCSE



1

bespoke Key Stage 3 curriculum



16

average class size



8

average tutor group size



40

pupils are children of Old Vikings (former pupils) and staff

Creative Arts



204

pupils receiving tuition in at least one instrument



17

different instruments taught



8

core ensembles and choirs



7

drama productions and showcases a year



52

pupils involved in whole school musical 2025



37

pupils taking LAMDA lessons



3

whole school art and photography competitions and **1** golden easel



Up to **30** staff dogs on site each day

Applications

To Apply

- Please go to www.shiplake.org.uk/vacancies and download the Support Staff Application Form
- Email the completed form, along with a covering letter addressed to the Headmaster, Mr Tyrone Howe, to jobs@shiplake.org.uk

The closing date is 10.00am on Friday 4 July 2025. Interviews will be held on receipt of applications.

“Older pupils and leavers say that they feel well prepared for their future lives, having been given confidence and the feeling that they could ‘change the world’.

ISI Inspection, May 2022

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Application Process

- Please read all of the information provided before completing your application
- Within the application form there is the opportunity to demonstrate, using examples, your suitability for the role and the qualities you would bring to Shiplake College. This is where you can bring your application form to life. Please do not send testimonials, certificates or examples of work etc., unless specifically requested to during the recruitment process

References

All offers of employment are subject to the receipt of a minimum of two references which are satisfactory to the College. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked. In all circumstances the information given should be for the Head or HR Department. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants are advised that references will be taken up prior to interview unless you ask us not to. We will assume it is acceptable to contact your references at any time unless advised otherwise using the appropriate section on the application form. Please ensure that any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Online Searches

In line with the updated KCSIE 2022, we will carry out an online search for all shortlisted candidates. Any relevant incidents or issues involving candidates that are publicly available online (including information contained in social media accounts) and identified during the search may be explored at interview. The purpose of carrying out online checks is to comply with the KCSIE recommendation that Schools review information to assist any decision as to the candidate's suitability to work with children and young people. Shiplake College is an Equal Opportunities Employer and seeks at all times to ensure that its processes do not unlawfully discriminate against any prospective employee.



Interview Process

If you are shortlisted and invited for interview we will ask you to bring in evidence of the following:

- Identity – passport or photocard driving licence
- Address – document from Group 2b of the [DBS List of Valid Identity Documents](#) with current address
- Proof of right to work in the UK – passport or UK birth certificate and proof of National Insurance Number issued by a government agency or a previous employer
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be asked to provide documentary evidence of the change

During your visit if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that certified photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability for the role and to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview.

As well as a face-to-face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

All adults working at Shiplake College should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This

involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Shiplake College should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with Keeping Children Safe in Education 2023, Prevent 2015, Working Together 2018 and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at www.oscb.org.uk and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

Warning

You should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Provision of false information is also an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Queries

If you have any queries at all about the recruitment process please contact the HR Department on 01189 405218 or jobs@shiplake.org.uk.

“ Pupils show creative flair and talent developed to a high standard through art and photography, design and technology and performance opportunities.

ISI Inspection, May 2022

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Go to www.shiplake.org.uk to find out more about our school and see our latest news and photos
or follow us on our social media channels



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Shiplake College

