

Junior School Receptionist-
Pupil Services Officer

(Job share, Afternoons 12:30-17:30pm)

Starting Date: ASAP

MAGDALEN
COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS



Introduction

from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint.



Our success in public examinations, in securing places at top universities, and in an astonishing array of co-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.

H. L. Pike



Welcome

from the Head of the Junior School, Tim Skipwith



The Junior School is a remarkable corner of Magdalen College School. We are housed in School House, a stunning Victorian building overlooking the Rose Garden and Cherwell River. This offers us immediate access to the Senior School facilities whilst retaining our own independence for the younger pupils; we are blessed here to be essentially two schools with one heart.

We are selective from the outset, aiming to ensure that, through an exciting Junior School education, pupils are fully prepared to thrive in our Senior School, one of the most academically successful schools in the country. We have just announced that we will be going fully co-educational across the school over the coming years, and this will start with girls joining us in Years 3 and 4 in September 2027. All of our pupils sit the 11+ and the vast majority progress to the Senior School at that stage, with a significant number gaining awards at this transition point.

Our pupils are vibrant, lively and have an inherent 'can-do' approach. There is a wonderfully warm atmosphere in School House and at the heart of this is simply the nature of the pupils. They are kind and emotionally articulate, and this forms an underlying camaraderie of mutual support and respect. They are also bright, academically ambitious learners, which makes teaching here exciting and dynamic.

We have a particularly cohesive team of staff who work closely to offer an outstanding provision for our pupils. Staff genuinely share a passion for developing every aspect of our children; we also feel that a significant part of this should be fun for all involved.

Thank you for your interest.



Working at MCS

There are many benefits to working at Magdalen College School. Founded in 1480 by William of Waynflete, the school has a rich history and an enviable location at the heart of Oxford beside the River Cherwell.

MCS is one of the country's leading independent day schools. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and serve.

There are around 950 pupils, boys aged 7-18 and Sixth Form girls, and 350 members of staff who learn and work on the School's central Oxford site. During the coming decade MCS will become a fully co-educational school from J1 to Upper Sixth, offering places to high achieving boys and girls as we prepare to commemorate our 550th anniversary in 2030.

Academic

The pupils are a joy to teach – gifted academically and talented across a wide range of other pursuits. Pupils wear their considerable abilities lightly; they feel a very strong connection to their school, are kind to one another and are inquisitive and motivated. Public exam results see the school consistently placed among the most successful schools in the UK. In 2026, 45% of A Level grades were A*, 83% were A*-A and 97% were A*-B. At GCSE, 58% of grades were Grade 9, 83% were 9-8, 93% were 9-7 and 99% were 9-6. Pupils are very successful in their university applications, with the vast majority gaining places at leading institutions, including around 25% gaining offers from Oxbridge.

Co-curricular

Co-curricular activities play a central role in life at MCS. The quality of the provision across sport, music and drama, as well as over 100 clubs and societies, is exceptional. There are around 40 music ensembles and over 70 concerts per year; some at MCS and some at venues around Oxford like the Sheldonian Theatre. There are 10-15 drama productions of various genre each year; some are performed at MCS, and some make use of theatres in Oxford such as the Playhouse and Burton Taylor. There is also a technical theatre academy. Sport is hugely popular and successful at MCS with a dual focus on participation and performance. Last year, 94% of all pupils represented the school in a competitive fixture and over the last few years we have won national titles in hockey, sailing and tennis. There are also numerous successes at local and regional level across all sports and a significant number of individual pupils are supported along talent pathways in various sports.

Pastoral

MCS places great value on the individual and is well-regarded for the quality of the pastoral care. Most teachers are also tutors, responsible for the day to day pastoral and academic care of their tutees under the leadership of the Heads of Year and Heads of Section. Tutor groups are organised through the house system which develops a sense of loyalty and identity and provides many opportunities for competitions from quizzing to football and from debating to singing. Our pupils are happy and have excellent relationships with each other and with members of staff.

Remuneration

This is a permanent, part-time, position with working hours from 12:30 to 17:30 pm Monday to Friday, term-time (34 weeks). Salary will be £14,060 pro-rata per annum (FTE £29,741.40) inclusive of annual leave. It is anticipated that the two job-share Receptionists will form a flexible team, ensuring the reception desk is covered at all times during the School day.

Non-teaching staff are automatically enrolled in the school's contributory Group

Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Benefits

There is a wide range of benefits available to staff, including a free lunch. The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's gym and sports facilities for a significantly reduced membership fee. Tennis courts are available, and there is a comprehensive programme of staff sports clubs. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. Tea and coffee are served in the SCR at morning break, and cakes and fruit are available at the end of the school day. Staff socials and guest night dinners are regular features of each term.



The Role

Magdalen College School is seeking to appoint a highly organised, calm and child-focused professional to support the daily pastoral, administrative and safeguarding operation of the Junior School front office. The successful candidate will enjoy working in a lively school environment and will be confident managing a varied workload, frequently multi-tasking and prioritising effectively during busy periods while maintaining attention to detail and a calm manner.

The main duties of the post will include, but not be restricted to, the following:

- Take shared responsibility for the safe supervision registration and authorised dis missal of pupils throughout the afternoon, in line with safeguarding procedures.
- Act as the first point of contact for parents, visitors and external stakeholders, providing a welcoming, professional and reassuring front facing presence, responding to enquiries promptly and appropriately, and ensuring effective communication between families and the Junior School.
- Liaise closely with teaching and pastoral staff regarding pupil movements, attendance queries and welfare matters.
- Act as a trusted adult presence for pupils in the Junior School, responding appropriately to day-to-day pastoral needs and escalating concerns when required.
- Maintain appropriate professional boundaries, discr etion and confidentiality in all interactions involving pupils and families.
- Oversee afternoon pupil registration, after-school care registers and transport arrangements, ensuring accuracy and clear communication.
- Manage the signing-out process for pupils at the end of the school day, applying professional judgement and school policy consistently.
- Act as a central coordination point for information flow between parents, staff and external partners during the afternoon.
- Maintain accurate records and logs relating to pupil attendance, departures and procedural compliance.

The Candidate

The ideal candidate will have/possess the following:

- A keen interest in the welfare of pupils and show clear commitment to safeguarding children;
- Excellent organisation and time management skills with the ability to manage a wide range of tasks efficiently.
- Strong multi-tasking and prioritisation ability, particularly during busy periods, while maintaining accuracy and attention to detail.
- Sound judgement and decision-making skills, enabling appropriate responses to changing or sensitive situations.
- Effective parent liaison skills, including the ability to manage enquiries with sensitivity, clarity and confidence.
- Collaborative working skills, supporting effective teamwork with teaching and pastoral staff.
- Proficient use of Microsoft programmes, including Word, Outlook, Powerpoint and Excel
- Excellent command of written and spoken English
- A calm, composed and professional manner, even in a fast paced or pressured environment,
- Reliability and integrity, with strong adherence to policies and procedures.
- High levels of discretion and confidentiality, handling sensitive information appropriately at all times.
- Commitment to contributing positively to an orderly, safe

and caring school environment.

The Junior School

The Junior School, for pupils aged 7-11, is a happy and highly successful part of one of the country's leading independent day schools. It currently has 116 pupils in seven forms. Although the school has grown substantially in recent years; the intimate size helps to create a family-like atmosphere, where pupils demonstrate a spirit of respect and tolerance. We aim to provide an education which enables each pupil to acquire an independent and searching mind, to develop a broad range of extra-curricular interests and to take pleasure in the life of ideas. Key dispositions such as kindness, perseverance, resilience and teamwork underpin all aspects of Junior School life.

Whilst following the broad outline of the National Curriculum, we seek to enrich and extend the pupils' interest and achievement in a variety of subject areas. Specialist staff and facilities help pupils to reach their potential. Entry is now predominantly at 7+ starting with two small classes to which we add at 8+ and 9+. Pupils take the school's 11+ tests and it is rare for pupils not to move on to the Senior School.

One of the many strengths of the school is the level of pastoral care. This is provided primarily by the form tutor, who is the first point of contact for pupils and parents. Each pupil is also in one of six houses in the Junior School: regular opportunities to meet and take part in house events enable pupils to work together with pupils from different year groups. The Junior School Council, with representatives from each form, has an important role to play in the running of the Junior School.

From J1 (Year 3) pupils are coached with specialist staff to perform to a high standard in a range of sports including rugby, hockey, cricket, tennis and athletics and football. The school's enviable sports grounds are augmented by the use of university facilities, including the Iffley Road athletics track and Rosenblatt swimming pool. Regular fixtures with independent and primary schools occur, and tours have taken pupils to schools and clubs around the country. We currently have a number of county sportsmen in a range of sports. Most pupils in the Junior School learn at least one musical instrument, with an impressive variety on offer. Concerts range from regular informal events to performances in the Oxford Townhall, the Sheldonian Theatre and Magdalen College Chapel. The annual House Music event includes opportunities for parents and grandparents to join the pupils. There are also a wide range of chamber ensembles, Junior School Choirs and in last year's Grand Concert forty-eight performed together as a full orchestra. The 16 boy choristers of Magdalen College Choir are educated at MCS, with the School and College working together closely to manage the pupils' commitments. Pupils also take part in art workshops and visit galleries. Recent plays and musicals produced include *Shakespeare Rock, Cinderella* and *Charlie and the Chocolate Factory.*

We have recently developed our provision for the pupils with an Activities Afternoon where lessons on Thursday afternoons are dedicated to a wide range of activities. Cartooning, Young Enterprise, Forest School and Sewing are but a few of the activities on offer. Within this afternoon, strategy games have been brought in to run alongside the chess to promote critical thinking, and a much greater provision for Drama now sees each year group have the opportunity to put on an annual play. This initiative has added to the suite of pre-existing lunchtime and after school clubs. Chess remains very popular amongst the pupils, and is played to an exceptionally high standard. Teams regularly win county and national events, and a number of pupils go on to represent their country. Tours run in each age group, and the length of these increases as pupils progress up the school.

In a lively day school, a willingness to contribute to other areas of school life, whether in the pastoral system, in games, music, drama, or other activities, is always advantageous.



Life in Oxford

Located at Magdalen Bridge, with views toward both the city centre and east Oxford, MCS is close to a wealth of cultural, entertainment, and educational venues.

The City

Oxford, renowned as one of the world's most prestigious university cities, has a rich history dating back over a thousand years. Established in the early medieval period, the city grew around its strategic location on the River Thames, which facilitated trade and transportation. By the 12th century, it became an educational hub with the founding of the University of Oxford, the oldest university in the English-speaking world.

With its blend of ancient and modern, there is an abundance of activities to enjoy. Whether visiting one of the many historic buildings, colleges, or museums, dining in a restaurant, attending a performance, or exploring local boutiques, Oxford offers a diverse array of experiences for all interests.

The University

MCS shares many links with the University. Staff can enjoy free entry to the Oxford Botanic Garden and Harcourt Arboretum, watch our choristers perform evensong in Magdalen College Chapel, or use the University sports facilities on Iffley Road.

During the university's full term, Oxford buzzes with activity, hosting numerous talks, performances, fixtures, events, and celebrations throughout the academic year.

The Arts

Oxford is celebrated not only for its academic heritage but also for its vibrant cultural scene. The Ashmolean Museum, the oldest public museum in the UK, showcases art and archaeology from around the globe. The city's theatres, such as the Oxford Playhouse, offer a range of performances, while the annual Oxford Literary Festival attracts renowned authors and literary enthusiasts alike.

The School's own dynamic programme of arts sees it stage some 14 drama productions each year, with annual productions at the Oxford Playhouse and on School Field, alongside a thriving partnership with the Pegasus Theatre. Every year, we perform a major musical concert at the Sheldonian Theatre, Symphony Hall Birmingham, and other prestigious venue, often inviting pupils from our partner schools to take part alongside us. We commission original pieces, working with composers such as Lin Marsh and Bob Chilcott. Our exciting visual arts programme gives pupils the freedom to explore original creations in multiple media, and opportunities to display their work to audiences within and beyond our community.

Accommodation and transport

Oxford offers a wide range of accommodation options to suit various preferences and budgets. While many colleagues live in the city, a significant number choose to reside in surrounding villages and towns, which provide easy access to Oxford. Commuters benefit from an extensive bus network and park-and-ride services, and the school is well connected by dedicated cycle lanes from all directions. Additionally, Oxford's excellent rail links make it easy to reach London in just under an hour.



Partnerships and Professional Development

Partnerships

We aim to equip our pupils to make a positive and lasting contribution to their communities, both now and in the future.

Each year, the school coordinates and hosts a wide range of partnership projects and events, professional development meetings for fellow teachers, and academic, cultural, and sporting enrichment opportunities for local children. Key elements of this extensive programme include *The Bridge*, a Saturday school for Year 5 and 6 children; an academic extension programme in a range of science and humanities subjects; monthly partnership activity days; and weekly in-school extension classes in mathematics. In all these areas, we aim to support our community by fostering connections between people and by bringing them together in enriching, collaborative activities.

Community Service Organisation (CSO)

Through the school's Community Service Organisation (CSO), Lower Sixth pupils spend one afternoon each week volunteering in the community. Collectively, they volunteer over 7,500 hours each year. The placements vary, offering each pupil an opportunity to discover something that captures their imagination. Activities range from mentoring primary school pupils in Maths and English, running language clubs, providing reading support, producing artwork for the walls of local hospitals, performing concerts in schools and care homes, to running practical science workshops in our teaching labs. Each year, a number of pupils choose to continue volunteering at their placements beyond the end of Lower Sixth.

Charity

Charity plays an increasingly important role in school life at MCS. Each year, the school votes to select a local charity to support, alongside our partnership school in Uganda, and every year group participates in fundraising activities.

The school's charity committee organises regular events to raise money and increase engagement across the school. Numerous staff and students take the initiative to hold their own fundraising efforts, from sponsored marathons and long-distance cycle rides to staff concerts, pupil-led talent shows, and House quizzes.

Professional Development

The school places a significant emphasis on the professional development of all staff. A half-termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching and Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.

Early Career Teachers (ECTs) and the Waynflete Teaching Certificate

The School has well-established procedures to support ECTs and is the regional hub for ISTIP ECT induction. The School also aims to offer teaching staff joining the school without a teaching qualification the opportunity to develop their teaching craft and reflect on their professional practice though a structured programme of training and support. For such colleagues, the school offers the Waynflete Teaching Certificate, which may ultimately lead to Qualified Teacher Status through the Assessment Only route offered by the University of Reading.


MCS SPORT

Application Process

Candidates wanting to apply to this vacancy should complete and submit the online application form no later than Midday on Friday 20th November 2026.

Documentation

Candidates should submit their application form via the website. Click here

The complete application should be submitted no later than Friday 20th November at midday; early applications are highly encouraged.

References

References may be taken up in advance. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of the application form.

Interviews

We anticipate holding interviews on W/C 23rd November 2026. We will be in contact with shortlisted candidates by telephone.

Please be aware that all shortlisted candidates will be requested to complete a 'Self-Disclosure' form before attending their interview.

We reserve the right to interview and appoint before the above dates.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications form all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant ID documentation and degree certificate(s). The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

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Magdalen College School
Cowley Place
Oxford
OX4 1DZ
+44 (0)1865 242191
recruitment@mcsoxford.org

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