



# THE MEAD SCHOOL

ROYAL TUNBRIDGE WELLS

**CANDIDATE PACK**

Receptionist

## The Opportunity

We are looking for a dynamic, versatile, and meticulous person with a 'can do' attitude, to provide front of house reception and administrative duties for the School.

Candidates are sought who can demonstrate a particular aptitude for:

- Communication and relationship-building
- Attention to detail and effective time management
- Versatility in undertaking tasks
- Flexibility and adaptability

**Reporting to:** Head, School Business Manager

## Hours, Salary & Benefits

**Hours:** Part-time, permanent role. Term time only (40 weeks). 20 hours per week - 2/3 days per week 2pm - 6pm.

Some days required outside of these hours for whole school events.

This role commences April 2025.

**Salary:** £12.72 ph/£10,176.00 pa

### Benefits:

- Employer pension 5%
- Cycle to work scheme and discounted shopping benefits
- Means tested staff discount
- Complementary lunches
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Personal accident at work cover

## Contact Details

If you have any queries or would like further information, please do not hesitate to contact the School at [office@themeadschool.co.uk](mailto:office@themeadschool.co.uk) or on 01892 525 837.

If you need any adjustments for the application or interview process please contact [manager@themeadschool.co.uk](mailto:manager@themeadschool.co.uk)

## Application & Important Information

Applicants should complete the school's application form and submit by email to Mrs Michelle Coveney, School Business Manager, on [manager@themeadschool.co.uk](mailto:manager@themeadschool.co.uk).

You can apply via TES - [Link here](#)

The application form may be accompanied by a covering letter of no more than one page.

Interviews will take place as candidates are reviewed and we reserve the right to close the process in advance of the final closing date should a suitable candidate be found.

**The Mead School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.**

Please note that in accordance with Keeping Children Safe in Education 2024, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



## Job Description

### Overview:

To take responsibility for welcoming pupils, parents and visitors to the school and to support the school Registrar/ School Business Manager with administration and receptionist duties.

### Main Duties & Responsibilities:

- To be the first point of contact for visitors to the School, extending a warm welcome to callers – including parents, visitors, contractors and delivery staff.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required.
- Act as a gate keeper for the Head, School Business Manager and Registrar.
- To follow safeguarding procedures by issuing passes and lanyards to visitors, ensuring that visitors are signed into the School and checking DBS information for visitors.
- Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
- To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
- To receive and sign for all packages and deliveries.
- To record and post outgoing mail.

### Administrative Duties:

- Maintaining and updating school information, records and databases as necessary.
- Assist with the delivery of stationery, materials and resources to classes/relevant staff and ensure that stock levels are maintained.
- Check general first aid stock levels and ensure that all first aid boxes are regularly re-stocked as appropriate.
- Ensure that the online school calendar is always up to date and populate the parents' version as necessary.

- Produce lists/ information/ data as required (eg: club lists etc.).
- Undertake routine administrative procedures.
- To support the Registrar with administration responsibilities and to cover the office in periods of absence.
- To deal with first aid for pupils and administration of medicines as required.
- Any other duties as required by the Head or SLT.

### General Duties:

- Be aware of and comply with all school policies and procedures – particularly relating to safeguarding, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to the School Business Manager.
- Carry out all duties with regard to the School's policies, code of conduct and ethos.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, acting as a good role model for others.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the School Business Manager or Head to carry out additional, appropriate duties within the context of the job, skills and grade.



## Person Specification

### Qualifications & Experience

Essential:

- Excellent working IT knowledge including MS Office (Word, Excel, Outlook)
- Highly literate with excellent communication and writing skills

Desirable:

- Paediatric First Aid
- Administration of Medicine Certificate

### Personal Qualities:

Essential:

- Very personable, with excellent people skills
- Possess diplomatic, tactful and empathetic skills
- Ability to deal with all situations including difficult ones
- Excellent time management
- Self-motivated, takes initiative, a team player and a strong work ethic
- Flexible and adaptable to a busy front office
- Highly organised, with strong IT skills and a good eye for detail
- Strong work ethic
- Well presented at all times
- Understanding that discretion and confidentiality are essential to the role
- Sense of humour

### Working with Children:

Essential:

- Good role model
- Understanding and implementing of the School's Behaviour policy
- Commitment to the School's
- ethos

Desirable:

- Understanding of the learning experiences provided by the School
- Understand the importance of physical and emotional wellbeing

### Working with Others:

Essential:

- Team player
- Respectful and kind at all times Supportive and patient
- Flexible and adaptable

Desirable:

- Understand the role of others working in the School



## The Mead School

### **School Ethos: The Mindset of a Meadite: Compassion, Ambition & Curiosity**

The Mead School is a co-educational prep school for circa 235 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The school enjoys a reputation of high academic standards within a caring, happy environment. Children are prepared for the highly selective Tunbridge Wells and Tonbridge Grammar Schools as well as a wide range of Independent and maintained secondary schools. Care and consideration are given to ensure each child enters the secondary school best suited to their needs.

The Mead strongly believes that every child should feel success and become a life-long learner. To this end the development of the 'whole child' is at the heart of all it does. For a child to achieve, they must be given the opportunity to explore and develop physically, culturally, morally, socially and spiritually.

A wide range of extra curricular activities and educational visits is offered to suit and attract each individual and thus provide the self confidence and motivation to enable pupils to explore and develop their personal strengths and interests. Each child is taught to have respect and consideration for others, whilst individual goals and talents are encouraged, stimulated and nurtured to develop the whole personality.

We are a Christian school which welcomes and respects all faiths and families, the emphasis is very much on breadth and the development of the all round person.

From the safety of the school buildings, pupils discover and explore the wider community and play an active role within it. Hockey is played in Hawkenbury, Cricket is played at The Neville, and the annual Summer Show and Prizegiving is held at The Trinity Arts Centre to name just a few examples.

The school is an active member of The Independent Schools Association. Pupils partake in regional and national competitions and learn that the world, and all it has to offer the confident and open minded, is the greatest of all learning environments.

## Wishford Education

In May 2017, The Mead School joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best. Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Education group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)