



Chislehurst
& Sidcup
GRAMMAR SCHOOL



Helping the learners of today become the leaders of tomorrow



Receptionist Recruitment Pack



Dear Applicant,

Thank you for your interest in the position of Receptionist at Chislehurst & Sidcup Grammar School. This is a fantastic opportunity for an enthusiastic and experienced Receptionist to provide a welcoming and professional first impression of our school.

Chislehurst & Sidcup Grammar School is one of the top performing grammar schools in the South East, based in the London suburb of Sidcup. We are a heavily oversubscribed mixed selective school where students excel, with many going on to Oxbridge or other Russell Group universities. Our students are bright, motivated and enthusiastic and thrive at English in a highly successful department.

I very much look forward to receiving your application and meeting you.

A handwritten signature in blue ink, appearing to read 'Nigel Walker', with a long, sweeping flourish extending to the right.

Nigel Walker, Headteacher





Our school

The school opened in the Autumn Term of 1931 and has been at three different sites since then. CSGS has been at the current site for over fifty years and has undergone considerable building development, ensuring that we have purpose-built buildings for Art and Design, Performance and Sixth Form study. There has also been the development of sporting facilities with flood lit netball courts and full gym equipment (which staff are able to use after school).

CSGS aims to educate and prepare for life, able students from all backgrounds. This mission is dynamically carried forward within a caring, happy and supportive community. We look to develop the character of our students focusing on resilience, intellectual curiosity, courage, creativity, commitment, responsibility, gratitude and compassion. The ingrained idea of excellence in school life allows students to reach the highest academic, sporting, cultural and aesthetic standards.

The special quality of learning in the classroom is equally matched by the richness of teaching that students experience. We aim to help our students to leave the school fully prepared for the future ahead of them and, as our school motto states, we believe that 'from hard work character grows'. *Abeunt studia mores*.

Whilst healthy academic competition is central to the CSGS ethos, there are also many opportunities for students to enter into the wider life of the school. Service to the school and community is enthusiastically performed and high levels of leadership and responsibility are actively taken on by students at all levels. There is a supreme belief that building CSGS's tradition of excellence comes not from dwelling on yesterday's successes but performing tomorrow's tasks.

Take a tour of our school. <https://virtualschooltour.co.uk/chisandsidgrammar/>





Why join the teaching staff of Chislehurst and Sidcup Grammar School?

Academic success

CSGS is one of four grammar schools in Bexley and as such our students all pass an entrance examination in order to attend the school. Our results reflect both the hard work of the students and the teachers with the GCSE results for 2024 giving us a Progress 8 score of 0.82 and our A level students continuing to move on to top institutions.



The focus on the academic progress that the students make in the school is evident from the school's priority to ensure that the academic and pastoral support is on offer with the role of Head of Learning for each year group and a Learning Manager to provide a key link with parents.





Continuing Professional Development

As well as outstanding students who are keen to learn we look to have a happy staff who are able to develop professionally.

We offer an internal CPD programme that is personalised for a teacher's needs and considers the needs and wants of the teaching staff. There is a clear focus on Teaching and Learning with staff delivering thoughtful and thought-provoking sessions that always include opportunities for sharing of good practice and working together collaboratively. This sharing of good practice is encouraged further through all teaching staff being given time to visit another school to share ideas which can be brought back to their curriculum areas. There is also a specific training programme for any Early Career Teachers.

All new staff are also given a mentor to enable them to have a member of staff that they can go to for any additional support or questions that they may have as well as a member of the Senior Leadership Team being responsible for the Induction of New Staff. Working parties have also been used when staff are looking to develop a key issue.

Wellbeing

It is of vital importance to us that our staff are happy and enjoy coming to work. In order to enhance this, we offer wellbeing sessions where staff have the opportunity to learn a new skill and spend time with other staff. Staff here at CSGS are also a close community with free gym access to onsite facilities. The staff society also organise a Christmas party every year.

Our continued commitment to the wellbeing of our staff and students is further evidenced by achieving a Wellbeing Award for the support of the wellbeing of our staff and students.

We offer a comprehensive Wellbeing employee assistance programme 24/7.



Additional benefits

Further to this, we offer a competitive pay and pension scheme and to support parents we offer a priority to children of members of staff to join this school (subject to passing the 11+ examinations). All staff will also receive a tailored induction programme as well as a professional development scheme (as

mentioned above) with the possibility of funding for additional qualifications. We offer discounted local gym membership (in addition to free use of our on-site facilities), free car parking on site, cycle to work and on-site dining with superb food.





Job Description

The role: Receptionist
Start date: ASAP
Salary: Bexley 05.1-05.4
(£29,436 - £29,856) FTE per annum. Actual £24,669- £25,021 per annum
Contract: Permanent
Hours: Monday - Friday/Term Time only

The Receptionist is a member of the School Office team, the key source of administrative, secretarial and clerical support for the school. This team will create, run and maintain administrative systems that are efficient, responsive and focused on helping the school to improve its outcomes for pupils. As the first point of contact for stakeholders, visitors and callers, the primary role of the Receptionist is to present a helpful and courteous public face for Chislehurst and Sidcup Grammar School.

REPORTING TO: Deputy Office Manager

PURPOSE

As directed by the Deputy Office Manager, to receive and deal with pupils as well as callers in person and by telephone. In addition, to provide administrative assistance as required.

MAIN RESPONSIBILITIES

Under the supervision and direction of the Deputy Office Manager, the Receptionist will carry out the following duties:

1. To helpfully and courteously receive all visitors to the Main Reception area and deal with their requests and enquiries as appropriate.
2. To record the arrival to and departure from the premises of visitors to comply with safety and safeguarding regulations.
3. To maintain the visitor signing in system including printing out relevant information during fire evacuation
4. To helpfully and courteously receive pupils in the Pupil Reception area and deal with their requests and enquiries as appropriate.
5. To answer and deal with telephone and email enquiries as appropriate and as far as possible on own initiative.
6. To liaise with relevant staff regarding more complex enquiries



7. To be a designated first aider and administer first aid as necessary and, when working in Pupil Reception, supervise the Medical Room.
8. To complete any necessary incident reports following First Aid administration
9. To deal with Lost Property and to organise the return of items to pupils where possible.
10. To collate various paperwork such as class registers on a daily basis and distribute to relevant staff/departments.
11. To make the necessary arrangements with parents and/or emergency contact for sick pupils to go home.
12. To ensure that pupils signing out have a relevant consent letter from a parent/guardian.
13. To be familiar with the school's management information system in order to retrieve and update information
14. Receive, sort and distribute post.
15. To create and maintain any reception duty rotas
16. Provide other clerical support as directed or required (see below).
17. Any other reasonable request e.g. exam invigilation as and when required.

GENERAL RESPONSIBILITIES

To assist in such duties and activities relating to the general administration of the school as the Deputy Office Manager reasonably requires.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE level (or equivalent)) including English and Maths 	<ul style="list-style-type: none"> Previous School Office experience First Aid qualifications (training will be given)
EXPERIENCE, SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Experience of working in an office environment orientated towards public and in-house needs Evidence of good organisational and record keeping skills Strong literacy, numeracy, ICT (SIMS, MS Word, MS Excel and Outlook) Good communication skills Good understanding of office and school health and safety requirements 	<ul style="list-style-type: none"> Previous Reception and/or School Office experience
PERSONAL QUALITIES	<ul style="list-style-type: none"> Professionalism to work in a busy and complex office environment Strong service orientation Interpersonal skills allowing successful liaison with all stakeholders and members of the public from a cross-section of backgrounds Negotiation Skills Flexible, diplomatic and balanced in approach Willingness to learn about other colleagues' roles Willing and able to share skills and knowledge within the workplace Able to work under pressure, balancing individual and team activities Able to demonstrate appropriate initiative and work unsupervised Self motivated, with a "can do" approach to problem solving and an ability to work autonomously using own initiative 	<ul style="list-style-type: none"> Good decision making ability
SAFEGUARDING	<ul style="list-style-type: none"> Suitable to work with children. All positions subject to a satisfactory enhanced DBS disclosure. 	



How to apply

Further details together are available either from the school website www.csgrammar.com (Vacancies) or by emailing csgshr@csgrammar.com. Please complete your application form via www.TES.com. Applications will be considered on receipt and interviews may occur at any stage.

If you have any questions, please contact csgshr@csgrammar.com

References

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your current/most recent employer. References from relatives or friends are not acceptable.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

CSGS is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity or sexual orientation.

We are fully inclusive and actively promote equality of opportunity for all. We welcome all applicants from a wide range of candidates.

Selection for roles will be based on individual merit alone.

How to find us

The school is located within a 5-minute walk from Sidcup train station which provides a quick connection to London, has local bus services and is close to both the A2 and M25.

<https://www.google.co.uk/maps/dir//Chislehurst+%26+Sidcup+Grammar+School%2CDA15+9AG>