



KING'S COLLEGE SCHOOL
WIMBLEDON



RECEPTIONIST

Information for prospective staff



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THE SCHOOL

King's College School is an independent day school for boys aged 7-18 and girls aged 16-18. Founded in 1829 by Royal Charter, King's is a school of almost 1,500 pupils, including approximately 450 boys in the junior school, located in one of the most attractive and peaceful parts of London. There are over 200 staff in the two common rooms and 130 non-teaching staff.

The senior school is hugely successful. King's has been rated the top boys' and co-educational independent school in London for the past three years by The Sunday Times Parent Power. Alastair McCall, editor of Parent Power, stated: "KCS is the embodiment of everything you could want in a school". The Good Schools Guide Review reports: "Intellectually exhilarating yet principled, this is selective education at its very best... a real golden ticket".

Academically, King's is consistently placed within the top five schools in national league tables. In a typical year, over 50% of all sixth form grades are awarded A* at A level or 7 at IB Higher Level and over 80% of all GCSEs are graded 9/8 (or A*). Almost 300 boys and girls have won places at Oxbridge in the last six years, with over 90% of pupils achieving their first choice university offer. Our approach at all levels encourages pupils to look beyond academic excellence, as the vibrant success of our drama, music and games departments indicates. We are fully committed to the CCF, the DofE Award Scheme, and partnership work with over 30 local maintained

schools, encompassing community projects involving large numbers of King's pupils on Friday afternoons.

King's prides itself on its combination of innovation and tradition. The whole school is committed to the values of good discipline, hard work and good manners, but we are also keen to embrace new challenges. In 2010 the sixth form became co-educational and we admit around 50 girls each year. We prepare sixth formers for both the International Baccalaureate Diploma (IB) and A Levels. Since September 2016, King's has admitted boys aged eleven directly into the senior school. This has increased access for a wider range of parental backgrounds and we have raised significant bursary funds to support the 11+ senior school entry. From 2021, boys will also transfer from the junior school at the age of eleven.

Alumni of the school include poet and painter Dante Gabriel Rossetti, musicians Marcus Mumford (Mumford & Sons) and Dan Smith (Bastille), theatre director Christopher Luscombe and actor Ben Barnes.

In 2019, King's completed a £50m master plan that has renewed and replaced major facilities across the campus. We have three sister schools in China, one in Thailand and a partnership agreement with the International School of Monaco. Income from these projects is invested in our bursary fund.



THE ROLE

King's College School's main reception is situated in the Great Hall on the corner of Wimbledon Common. Our reception often provides visitors with the first impression of the school, and it is therefore of paramount importance that all visitors are looked after in a professional, friendly and helpful manner.

We are looking for a person to work alongside our existing receptionist. The role of the receptionist includes welcoming visitors to the school, operating the schools switchboard, dealing with school coaches and other general administrative duties.

Reporting to: PA to the Bursar

Roles and responsibilities:

- To welcome visitors to the school
- Operating the school's switchboard
- Dealing with school coaches
- Assisting with group events, such as interview days, managing the arrival of visitors
- Recording of visitors and issuing of visitor's badges
- Liaising with junior school and assisting with their visitors
- Accounting for visitors on site in the event of an emergency evacuation
- Overseeing pupils signing in late and signing out when going offsite during the day

- Dealing with general email enquiries addressed to the school's reception inbox
- General administrative support - helping various departments, as and when required
- Assisting with Friday afternoon registration
- Receiving small deliveries and liaising with porters regarding distribution
- Receiving items for junior school pupils and organising collection/delivery
- Any other general duties as required



THE PERSON

The successful candidate will:

- Be a well presented, conscientious person with a professional, friendly and approachable manner
- Be a good communicator and be able to deal with all visitors and members of staff confidently and efficiently
- Have good general IT skills (especially Microsoft Office) and be able to type accurately
- Be well organised and pay great attention to detail
- Have previous experience of providing office administrative support (essential)
- Have previous experience of working in a busy reception area (desirable)
- Be flexible in their approach, happy to multitask and will work well as part of a team
- Working hours during school holidays vary (5 hours per day) and are as agreed (some days before/after the beginning/end of term plus some additional days during the holidays)
- 25 days' annual paid holiday plus statutory English public holidays (pro rata) – personal holiday to be taken only during the normal school holidays and outside any agreed holiday working
- Contributory pension scheme after 3 months' service
- Free lunch in the Dining Hall during term-time
- Subsidised membership of the King's Sports Club (during non-Covid times)

TERMS AND CONDITIONS

- Required from July 2021
- The annual salary is in the region of £27,000 - £28,000
- Working on a weekly rotating shift pattern during term time, with half an hour for lunch:
Shift 1 – 7.00am to 3.00pm, Monday to Thursday, 7.00am to 3.30pm Friday (38 hours per week)
Shift 2 – 9.30am to 5.30pm, Monday to Friday (37.5 hours per week)



WORKING AT KING'S

King's is a vibrant and energetic community to be part of. There is an atmosphere of kindness, cooperation and trust. There is a "can-do" attitude amongst the staff body, coupled with high levels of emotional intelligence, good humour and mutual support. Our staff believe that King's truly is an excellent place to work, epitomised by the results of our 2018 staff survey in which 100% of staff stated that they enjoyed their job.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Salary well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- Health care provision

- Discounted gym membership
- Free lunch (during term time)
- Shuttle buses from Wimbledon station
- Travel loans
- 25% fee remission (for children of staff members who meet the academic criteria)

WORKING AT KING'S - STAFF PROFILES



"When I first started working at King's, the staff were so welcoming and friendly which helped me to settle into my job role quickly. The rest of the IT department were very reassuring, which allowed me to provide better support to the two IT technicians I manage. I really enjoy using the new sports facilities in the evenings, which is a great benefit to working at King's."

- Mr Brown
IT Helpdesk Manager



"When I arrived at King's in 2001, I never thought that I would still be here 20 years later but the warmth and friendliness of the King's community is so welcoming that it very quickly becomes an extension of your family. The school is full of energy and enthusiasm from staff to pupils and is constantly striving to develop, making it an exciting and interesting place to work. This combined with a true sense of team spirit ensuring that we support each other in maintaining standards to the highest level, makes King's a very special place."

- Mrs Grainger
PA to the Bursar



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska
Porter**



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops. The charming children's Polka Theatre is situated in the centre of Wimbledon and a new stadium for AFC Wimbledon is being built just a short drive away. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield.



APPLICATION PROCESS

A completed application form, with full CV and covering letter in support of your application should be sent either by email to Recruitment@kcs.org.uk or by post (marked 'Application' in the top left hand corner) to:

Tanya Allen
Human Resources Director
King's College School
Southside
Wimbledon Common
London
SW19 4TT

Please note: incomplete applications (without all three requested documents being submitted) will not be accepted.

Closing date: Monday 14th June 2021 at 9am

Interviews: Friday 18th June 2021

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

The school 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.



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