



**Weald of Kent**  
Grammar School



## **Receptionist**

Job Description



**Employment Status:**

**Full Time/Part Time:**

**Grade:**

**Salary:**

**Hours:**

**Term-Time/All Year Round:**

**Start Date:**

**Closing Date:**

**Interview Date:**

**Location:**

Permanent

Part-Time

Kent Range 4

£21,389 - £22,493 per annum

*Actual salary for 22.5 hours per week, 41 weeks per year (plus INSET & Open Events):*

*£11,866.62 - £12,479.12 per annum*

Monday, Wednesday and Friday 8:00am-4:30pm with 1 hr for lunch (potential flexibility on days)

Term-Time Plus 2 Weeks

ASAP

29 August 2023, 9am\*

31 August 2023

Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

\*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

# The Team

**Reporting to:** Office Manager

The Administration Team provides administrative support for a range of business services including central administration and operations, admissions, events and marketing. We are an extremely hardworking and dedicated team; passionate about supporting teaching and learning and playing our part to help improve student outcomes.

## About the Post

The Receptionist, based at Tonbridge, will be responsible for the organisation and development of all front of house processes within the school to benefit student learning and staff efficiency. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standards of customer service.

## Job Description

### Accountabilities:

- Be accountable for your area of Reception and communication processes within the school.
- Providing a professional efficient and cost-effective administrative service, with a 'right first-time mentality' and minimal errors.
- Bring about, monitor and evaluate an administrative culture that will bring positive benefits to student learning.
- Be responsible for your own professional development and accountable through the school's performance development system.
- Create, maintain and facilitate effective relationships.

### Specific Duties

- To deliver an effective reception service for the school, dealing with all incoming telephone calls, e-mails, internal and external enquiries and school visitors.
- To direct enquiries to the appropriate recipient.
- To support the Events Administrator arranging tours for perspective students.
- To manage the school and Admin email inbox.
- To provide an effective enquiry service for staff and students within the school.
- To provide administrative support and maintain information systems.
- To effectively manage incoming and outgoing delivery and collection of mail and parcels.
- To manage the administration of the school sign in system.
- To assist/manage the organisation of staff/student badges.
- To maintain the stocks of stationery for the Administration Department.
- To manage the receipt and distribution of student travel passes at the commencement of each term and to follow up any missing/incorrect passes with the Passenger Transport Unit.
- To manage the booking system for the school mobile telephone, ensuring that batteries are charged and ready for use.
- To provide assistance to the School Office and Admissions Manager in various tasks as delegated.
- To send out communications to school parents and carers.
- To Support with enquiries for lettings and internal bookings.
- To be a fire warden (training provided).
- DBS checking for visitors and contractors
- Uploading DBS information to the Single Central Record for all visitors and contractors.

# Person Specification

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
GCSE English and Maths, 4 (C) or above	✓	
Experience of working in busy, sometimes pressurised, office environment	✓	
At least two years' experience in a receptionist role		✓
Experience of managing and maintaining accurate records and filing systems		✓
Further education qualifications in relevant field		✓
Experience of working in a school or similar establishment		✓
Experience of SIMS (school information system)		✓
<b>Skills &amp; Knowledge</b>		
Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to organise tasks with minimum supervision	✓	
Ability to deal with unexpected and/or difficult situations	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data and/or issues appropriately	✓	
Excellent IT skills with clear working knowledge of Word, Excel and PowerPoint, databases and internet systems	✓	
Knowledge and understanding of Safer Recruitment requirements in schools		✓
Operating and monitoring budgets, and providing required reports		✓
<b>Personal Attributes</b>		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	



# Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning



# Application Process and Safeguarding

## **Applications**

Application forms can be found on our website or on tes.com and should be sent to Human Resources on [HR@wealdgs.org](mailto:HR@wealdgs.org). The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

## **References**

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

## **Safeguarding Duties and Responsibilities**

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. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

## **More Information**

For more information on the role, or to come and visit Weald of Kent prior to applying then please contact HR on [HR@wealdsgs.org](mailto:HR@wealdsgs.org). We look forward to hearing from you.