



KENT COLLEGE
CANTERBURY

School Receptionist



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KEY APPOINTMENT DETAILS

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| Job title: | School Receptionist/Administrator |
| Reporting to: | Head of Administration & Transport |
| Employment status: | Part Time, Term Time / Permanent |
| Job location: | Kent College Senior School |
| Closing date: | 5th December 2025 |
| Interviews | W/C 8 th December 2025 |
| Start date: | January 2026 |

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. Our Senior School (11 - 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 - 11 years) with around 200 pupils in total.

Our school enjoys a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level as well as the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. Results place Kent College among the best UK schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects.

In August 2016 Kent College opened a school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, and as a versatile and practical space for our highly regarded Drama and Music departments, as well as being available for use by the local community.



OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.

OUR SCHOOL VALUES

OPENNESS

embrace equality, diversity and inclusion

RESPECT

value oneself, others, and the world around us

KINDNESS

be considerate and compassionate towards others

ACTING JUSTLY

work for good through service to others

RESILIENCE

build the courage to take risks and to forgive others

AMBITION

engage positively with all learning opportunities

CURIOSITY

inquire actively

HUMILITY

walk humbly



THE ROLE

We are looking for a School Receptionist/Administrator to provide a professional and welcoming first point of contact on the reception desk, both face to face, as well as via the telephone and email, in addition to completing general administrative duties.

During term time, the School Office is open from 8:00 am to 18:00 pm Monday to Friday, and 9:00 am to 12:00 pm on Saturdays. During the school holidays, the School Office is open from 8:00 am to 14:00 pm.

The hours for this position are 13:45 pm to 18:15 pm Monday to Friday, Term Time only (35 weeks per year), plus 6 Saturdays worked over the academic year.



JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

The School Receptionist/Administrator will:

- Act as a friendly and efficient first point of contact on the reception desk, as well as the Student Enquiries window.
- Provide general administrative duties as required to ensure the smooth running of the School Office, embracing new systems and technologies in line with the school's IT strategy.
- Ensure the efficient operation of the switchboard and responding to all internal/external queries, including email.
- Maintain a record of visitors to the College and facilitate a system for pupils and staff to sign in and out during the school day.
- Maintain Afternoon registration records.
- Arrange for reserved parking spaces when required, and issue car parking permits to staff and students as required.
- Book meeting rooms.
- Produce pupil contact details from the MIS system for staff going on school trips and events off site.
- Search the student database (iSAMS) for pupil and colleague information.
- Send parent mailings electronically.
- Assist with booking transport for school trips and events off site.
- Produce student status letters for both current and previous pupils.
- Produce signage as requested.
- Prepare for internal events, such as Parents Evenings.
- Prepare for external events, such as Boarding Activities.
- Assist with the distribution of incoming mail and the franking and despatch of outgoing mail, including exam papers, scripts and certificates.
- Book couriers for the despatch of certificates and large parcels.
- Maintain stock levels of stationery, and placing orders as required
- Any other tasks as required.



PERSON SPECIFICATION

Essential

- Welcoming and professional manner
- Smart appearance
- Excellent interpersonal skills and communication skills
- The ability to work effectively with colleagues at all levels, parents and pupils
- High level of administrative skills and excellent attention to detail
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and prioritise own workload
- Ability to present a calm, courteous and professional image at all times, whether on the telephone or in person
- Excellent computer literacy
- Good level of literacy and numeracy

Desirable

- Experience of working in a school or educational environment
- Experience of using Outlook Office suite



SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions pertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults 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 whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a support role involving contact with but not responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



THE PACKAGE

Hours: 22.5 hours per week (13:45 - 18:15), Mon to Fri, term time only, plus 6 Saturdays per academic year

Salary: £10,728 per annum (£25,064 full time equivalent)

Pension: Contributory Pension Scheme TPT (DC)*

Benefits:

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme (TPT)
- Generous training and mentoring package
- Private healthcare via Benenden Health
- Free lunches in term-time plus hot drinks and snacks*
- Employee Assistance Programme
- A variety of discounts and benefit schemes, including Cycle to Work, Home & Tech and Octopus Electric Vehicles

**Conditions apply*

