



Blenheim

## Receptionist

Salary: Grade 4 Point 6 (£25,993) FTE

Actual Salary: £23,081

(37.5 hours per week, 39 weeks per year)

Term time only

Monday- Friday 7:30 am- 3:30 pm (30 minutes unpaid lunch break)

Start Date: As soon as possible



[www.blenheim.surrey.sch.uk](http://www.blenheim.surrey.sch.uk)

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# BACKGROUND INFORMATION

Blenheim High School underwent a successful Ofsted inspection in November 2024, has been oversubscribed since 2020 and achieved several record levels of GCSE attainment in 2025. The school's ethos revolves around a Growth Mindset of wanting 'to improve' and the Headteacher, Mr A A Bodell, continues his long-term commitment to Blenheim.

Blenheim has a dynamic and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1380 students on roll including over 190 in the Sixth Form. Blenheim is a mixed comprehensive and its reputation in the community is excellent. The intake comprises students from all surrounding areas with ability levels being favourable; over 40% of students have high prior attainment at the end of Key Stage 2. The school's popularity has grown significantly in recent years.

As a Single Academy Trust Blenheim benefits from:

- Being oversubscribed in all year groups.
- A 36-week academic year with a fortnight October half term break and a 7-week summer holiday.
- A significant financial reserve which, as a Single Academy Trust, Blenheim has complete autonomy to invest.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- Formative assessment being embedded across the curriculum ensuring that students know their 'next steps'.
- Modern buildings and infrastructure, that have benefitted from c.£4.6 million of investment since 2022.
- A comprehensive Co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and 13 students with complimentary biscuits, squash and pizza.

Blenheim's most recent [Ofsted inspection \(Nov 2024\)](#) was successful with the school being praised in several areas:

- 'Pupils rise to teachers' high expectations & therefore achieve well, both in school and in public examinations'.
- 'The school's high expectations for behaviour mean that pupils' conduct is excellent in lessons and social time'.
- 'Pupils produce work of a high standard, including disadvantaged students and those with SEND'
- 'Overwhelmingly, staff feel valued and are confident that their welfare and workload are taken seriously. They are proud to work at the school.'
- 'The school provides a raft of inclusive and ambitious experiences to help all students achieve their potential'

Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, a recently refurbished floodlit AstroTurf and hard-court area, bespoke sixth form facilities, new audio-visual teaching screens throughout and a fully refurbished staff room. Together with a very supportive and well qualified governing body the school continues to prosper. Visitors often comment on the calm, purposeful learning environment that pervades and is a consistent feature of the School.

As Blenheim students prepare to take up their place in society, they are actively encouraged to become independent learners. Part of this process involves the use of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable, and iPad ownership helps ensure that students develop attributes that allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school, whilst Bespoke Blenheim exercise books continue to be the primary medium for student work.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

# BLENHEIM GCSE RESULTS 2025

Blenheim's 2025 GCSE and A Level results broke several school attainment records. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well-timed interventions and consistent monitoring of student performance, coupled with an extended day for Years 11 & 13 students, informed this achievement.

## Headline Figures

### GCSE Grade 9 - 7

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
<b>5 or more 9 - 7 incl. Maths &amp; English</b>	<b>15%*</b>	<b>10%</b>	<b>10%</b>	<b>4%</b>
English Language 9 - 7	23%	24%*	22%	9%
English Literature 9 - 7	20%	30%*	24%	12%
Maths & English only 9 - 7	16%*	11%	14%	8%
Combined Science 9 - 7	27%	28%*	27%	14%
Maths 9 - 7	20%	16%	18%	21%*
<b>Total 9 - 7</b>	<b>25%*</b>	<b>25%*</b>	<b>23%</b>	<b>17%</b>
<b>School Record *</b>				

### GCSE Grade 9 - 5

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
<b>5 or more 9 - 5 incl. Maths &amp; English</b>	<b>44%</b>	<b>46%*</b>	<b>43%</b>	<b>41%</b>
English Language 9 - 5	59%*	56%	59%*	53%
English Literature 9 - 5	63%*	58%	62%	53%
Maths & English only 9 - 5	47%	48%	49%*	49%*
Combined Science 9 - 5	59%	66%*	65%	45%
Maths 9 - 5	51%	55%	52%	58%*
<b>Total 9 - 5</b>	<b>59%*</b>	<b>57%</b>	<b>55%</b>	<b>53%</b>
<b>School Record *</b>				

### GCSE Grade 9 - 4

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
<b>5 or more 9 - 4 incl. Maths &amp; English</b>	<b>66%*</b>	<b>64%</b>	<b>66%*</b>	<b>65%</b>
English Language 9 - 4	76%	72%	76%	77%*
English Literature 9 - 4	78%*	77%	75%	74%
Maths & English only 9 - 4	70%	69%	70%	72%*
Combined Science 9 - 4	81%	80%	83%*	62%
Maths 9 - 4	74%	74%	75%	78%*
<b>Total 9 - 4</b>	<b>78%*</b>	<b>76%</b>	<b>70%</b>	<b>69%</b>
<b>School Record *</b>				

# BLENHEIM GCSE RESULTS 2025

## 10 Highest Achieving GCSE Students.

Name	GCSE			
	Grade 9	Grade 8	Grade 7	Grade 6
Student 1	8	1		
Student 2	7	2		
Student 3	6	3		
Student 4	6	3		
Student 5	6	2		1
Student 6	4	4	1	
Student 7	5	2	1	1
Student 8	4	3	2	
Student 9	3	4	2	
Student 10	3	4	2	

# BLENHEIM A LEVEL RESULTS 2025

## A Level Outcomes

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
A* - A	21%	25%*	23%	16%
A* - B	49%	47%	50%*	41%
A* - C	73%	71%	76%*	71%

School Record \*

## L3 BTEC Outcomes

	Blenheim 2025	Blenheim 2024	Blenheim 2023	Blenheim 2019
D*	21%*	15%*	13%	6%
D* - D	42%	62%*	52%	25%
D - M	75%	93%*	80%	50%

School Record \*

## 10 Highest Achieving A Level Students.

Student	Grades	Qualification 1	Qualification 2	Qualification 3 & 4	Destination
1	A* A* A	English Lit	Graphics	Media	Durham – Marketing and Management
2	A* A* A* B	Maths	Further Maths	Physics & Drama	Oxford – Mathematics
3	A* A A	Maths	Further Maths	Physics	Loughborough – Mechanical Engineering
4	A* A A	Biology	Chemistry	Physics	Liverpool – Veterinary Science
5	A* A A A	Chemistry	Maths	Further Maths & Physics	Bath – Chemical Engineering
6	A* A A B	Maths	Further Maths	Physics & Chemistry	Surrey – Aerospace Engineering
7	D* D* D*	Sport BTEC Double		Sports Coaching	Chelsea FC
8	A A A	Biology	Maths	Physics	Loughborough – Automotive Engineering
9	A* A B	Graphics	Media	Business	Loughborough – Graphic Design
10	D* D* D*	Sport BTEC Double		Sports Coaching	Iowa, USA – Football Scholarship

In Recent years several students have also embarked upon Degree Apprenticeships with such initiations as Pfizer and Unilever.

# JOB PROFILE



## **The Aim**

To provide professional and competent front of office service and to support the Administrative Support Team with general office duties. The post holder will emphasise a Growth mindset modelling the characteristics of hard work, resilience, constant improvement and being open to new ideas.

## **Accountable to**

- Front Office Lead

## **Supported by:**

- Attendance/Front Office Administrator, Business Administration Apprentice

## **Safeguarding**

To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

## **Key Responsibilities**

### **General:**

- Provide a warm, professional and efficient customer service to all visitors, staff and pupils.
- Acting as first point of contact for all initial queries including telephone, visitors, deliveries, pupils and medical issues.
- To be effective using a wide range of software including outlook email, SIMS, PARS, Word and Excel.
- Retrieving and dealing with answerphone messages and responding to support radios.
- Deal with all outgoing and incoming emails, distributing this to staff.
- Responsible for contributing towards supporting the school's computerised attendance registers ensuring that all messages, late marks, absenteeism and medical appointments are accurately recorded.
- To ensure security of staff and students and to maintain accurate records of students entering/leaving site during the day.
- Responsible for the ad hoc usage of the cashless catering system ensuring that the system runs smoothly, and problems are expediently rectified.
- To oversee the iPad Cabinet ensuring students requiring a loan iPad for the day exchange a phone or other relevant item and return it at the end of the day.
- Ensure termly staff duty payments are up to date and accurate.
- Oversee InVentry sign in system to register visitors and staff.
- To help to manage and monitor free school meal entitlement.
- Organise office runners and duties daily.
- Oversee the uniform cupboard and ensure that uniform checks are performed for all late students signing in at reception.
- To administer first aid and contact parents if necessary.
- To support the Parent Gateway platform with parent questions and Parents' Evenings
- Contribute to the planning, development and improvement of administrative procedures and systems by regular evaluation of roles and procedures demonstrating a growth mindset i.e. 'always wanting to get better'.
- Other reasonable tasks as requested by the Director of Finance and Operations and Headteacher.
- To undertake any other duties commensurate with the level of the post as required.

### **Person Specification**

- Essential to have a welcoming and bright telephone manner
- Experience of working in a secondary school, desirable but not essential
- Proven track record of customer service skills having worked in a customer facing environment.
- Excellent communication skills, both written and verbal.
- Excellent time management and the ability to work to deadlines, and shift priorities according to work demands.
- Self-motivated with a flexible approach
- Maintain confidentiality and demonstrate sensitivity where required.
- Problem solving skills
- Good ICT, literacy and numeracy skills.
- Experience of basic clerical duties and office procedures
- Ability to work as part of a team and using own initiative

## REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional reasonable duties, as required by the Headteacher. This role is expected to evolve as the school continues to develop and grow, and the post-holder will be expected to operate flexibly to accommodate ad hoc projects and analysis and to take a lead on these where appropriate. This job description will be reviewed and updated as required, in consultation with the postholder and the Headteacher.



# THE APPLICATION PROCESS

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Marianela Olivares, Human Resources Manager at [Recruitment@blenheim.surrey.sch.uk](mailto:Recruitment@blenheim.surrey.sch.uk).

The closing date for receipt of applications is **12.00pm (noon) on Friday 22 May 2026**.

**The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

Please be reminded that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

