



**KENT COLLEGE**  
CANTERBURY

# School Receptionist / Administrator



## APPOINTMENT DETAILS

<b>Job Title:</b>	School Receptionist / Administrator
<b>Reporting to:</b>	Head of Administration and Transport
<b>Employment Status:</b>	Part Time / Permanent
<b>Job Location:</b>	Senior School
<b>Start Date:</b>	As soon as possible

*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. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with 200 pupils in total. The school enjoys a high reputation for academic standards and many other activities 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 School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

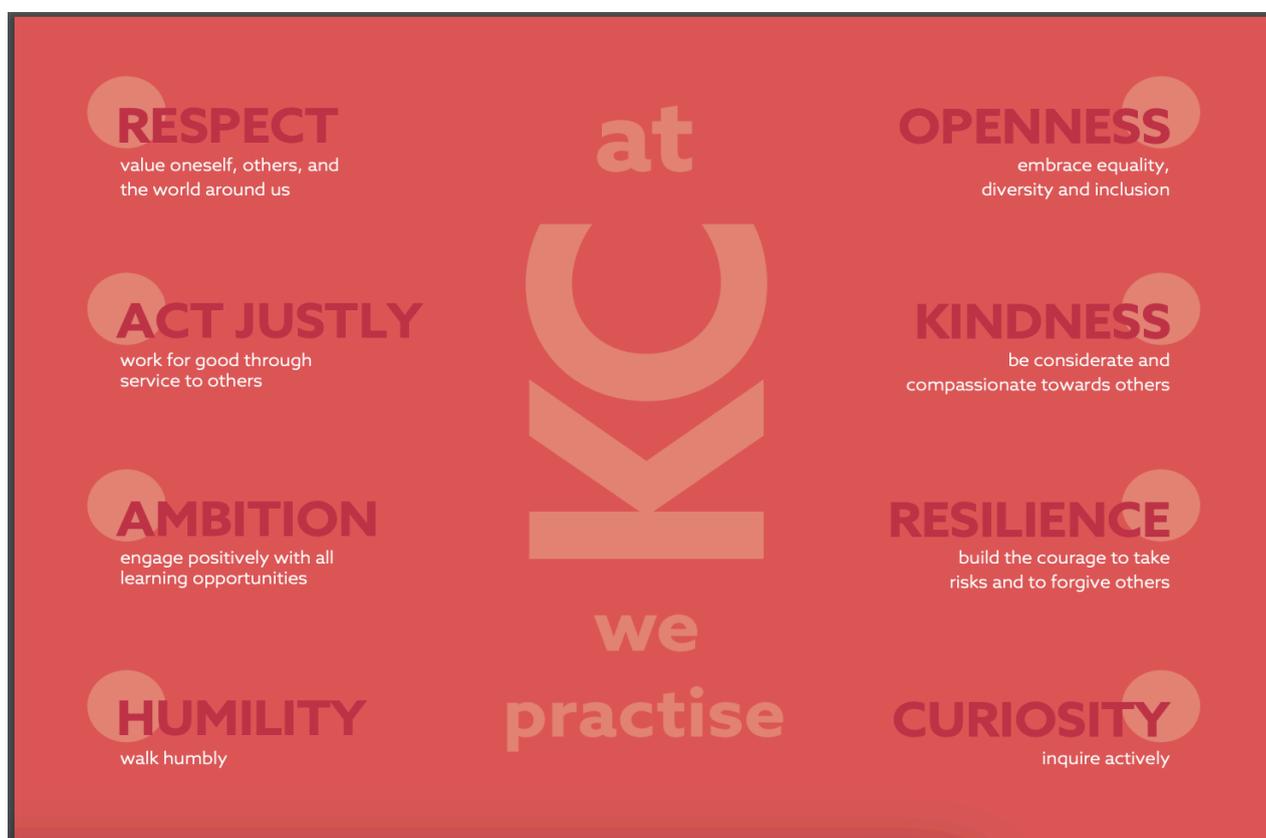
In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students.

Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## OUR SCHOOL VALUES

Our values are very important to us here at KC, please see them below.



## 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 8:00 am to 14:00 pm, three days a week. We may be able to offer flexibility with the days worked, to be discussed at the interview.

## 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.
- Prepare signing in sheets in Reception for pupils and staff.
- Maintain morning registration records.
- Ensure sufficient up to date marketing materials are stocked and displayed in the Reception area.
- 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.
- Upload pupil reports.
- Send parent mailings electronically.
- Book 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.

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (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 who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a student specific support role involving extensive contact and responsibility for children.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

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 we are passionate about attracting a diverse pool of applications through an inclusive appointment's 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, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

## 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 Google Office suite

## THE PACKAGE

**Hours:** Part-time, 18 hours per week, term time only + 3 Saturdays per year.

**Salary:** £8,338 per annum

**Pension:** Contributory Pension Scheme TPT (DC)\*

### Benefits:

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*