

**Candidate Information**  
**Pack**

**Afternoon Receptionist**

Radnor House Sevenoaks

*September 2023*



**Radnor House**  
— SEVENOAKS —  
celebrating every individual



## Radnor House Sevenoaks Information

Radnor House Sevenoaks is a fast growing independent co-educational day school educating up to 650 pupils aged 2-18. Located on a beautiful and historic site close to the town of Sevenoaks, Kent, the school was originally founded in 1924 as Combe Bank School before joining the Radnor House Group in 2015, becoming fully co-educational from Nursery to Sixth Form. The school is a member of Round Square, IAPS and ISA.

### Structure

Radnor House Sevenoaks is divided into two sections: Prep School (2-11) and Senior School (11-18) although the emphasis is on providing a 2-18 continuum as pupils progress through each stage of their education.

### Co-Curricular

Learning at Radnor House Sevenoaks is not restricted to the classroom and pupils benefit from an extensive range of co-curricular activities designed to engage, broaden and test students both mentally and physically.

Curriculum enrichment activities at Radnor House Sevenoaks include coding, sport, debating, film studies, photography, and Performing Arts and pupils additionally often participate in external events such as Young Enterprise, The Duke of Edinburgh Award, Maths Challenge and Young Engineers.

### Vision and Values

The vision is for Radnor House Sevenoaks to become a school which truly celebrates active and responsible young people equipped to thrive in the world of tomorrow.

Fostering intellectual curiosity in every individual is at the heart of teaching and learning at Radnor House Sevenoaks. The school offers academic excellence and tailor-made, individual support in the classroom, in the sports arena and throughout an extensive co-curricular programme.

This personal approach to the needs of each student is central to Radnor and at the heart of all strategic planning and decision making. Radnor House Sevenoaks challenges the idea of

limits in all areas of student development and its pastoral care is second to none. The result of this provision is confident, articulate and caring pupils who will be perfectly placed for high levels of achievement whatever their chosen path.

This vision is underpinned by four values:

- **Excellence:** To expect the very best of ourselves in everything we put our hand to. Excellence is a habit.
- **Respect:** To treat others as we would expect to be treated ourselves.
- **Courage:** To always do the right thing, not the easy thing. To be proud of one's decisions.
- **Perseverance:** To pursue the difficult meaningful goal with rigour and passion.

The values of Radnor House Sevenoaks permeate every aspect of school life. They are celebrated in assemblies and delivered in lessons and the wider curriculum. These values will serve as the guiding principles for young people after they leave school.

In addition, the values underpin the strategic human resource function and colleagues are encouraged to live the values throughout their working career in the form of an extensive professional development system.



## Senior School Information



### **Celebrating every individual**

Radnor House Sevenoaks' ultimate purpose is to provide an 'active learning environment' for all, not only our pupils but also for staff through their worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

### **Our staff community**

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 members of highly dedicated staff team in teaching and support roles.

### **Our benefits**

- Competitive salary
- Free, high-quality lunches
- Pension scheme
- Free onsite parking
- Onsite gym
- Employee Assistant Programme
- Life Assurance



## The Role - Afternoon Receptionist

### Key role as Afternoon Receptionist:

- Provide a comprehensive, confidential and accurate '5 star' service to support the school
- Deal efficiently, diplomatically, and accurately with all front-line contacts with Radnor House Sevenoaks
- Liaise with other reception and admin staff to ensure a seamless service
- Work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

### Afternoon Receptionist Responsibilities:

- Monitor access to and from Radnor House Sevenoaks by authorised visitors to maintain security and ensure students sign in and out correctly and do not leave the school premises without authorization.
- Receive and screen calls for Radnor House Sevenoaks and deal with enquiries where possible or redirect as necessary to ensure a prompt and efficient service.
- Maintain the daily InVentry register of staff on the premises as they arrive and vacate the building.
- Be vigilant and communicate concerns with the Head or other relevant members of staff.
- Update the MRBS on a regular basis ensuring that information relating to school functions and events is accurately entered, in line with the SIMS Calendar and liaising with Catering and other staff as required.
- Coordination and support for the running of key events in conjunction with the Head of Administration.
- Continually maintain and review the Access Policy.
- Daily fire lists of all pupils and staff must be available from reception as soon as the morning register is compiled.
- Maintain and update the working of the in-house administration systems including CCTV and SIMS, My School Post, SOCS and My School Portal and others as required.
- Prepare and circulate Weekly Late Report for Heads of Year and Head of Senior School.
- Prepare and circulate Half-Term Absence Report for Heads of Year and Head of Senior School
- Maintain an up-to-date staff contact list, contribute to and maintain efficient staff and pupil records, as required.



## **Job Description - Afternoon Receptionist**

### **Other Responsibilities**

- As required calling Medical to tend to sick or injured students, and if attending personally to a pupil to ensure any treatment is recorded on Evolve.
- Deal with emergency situations such as fire drills and ensure daily compliance with the Fire and Safety Policy.
- Knowing the school regulations and health and safety policy and being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head of Administration.
- To continue the roles outlined in this job description to the highest level.
- Cover as required.

### **Safeguarding Responsibilities and Level of Regulated Activity**

- Promote and safeguard the welfare of children and young persons in the school.
- The level of Regulated Activity for this role means that this position involves working on a regular basis at Radnor House where the work gives opportunity for contact with children.



## The Person - Afternoon Receptionist

We are looking for an energetic and forward-thinking individual with experience working as a receptionist or within an administrative based role. The successful candidate will via reception, present and communicate the ethos and values of the school in a professional and efficient manner to all external contacts and visitors at Radnor House Sevenoaks.

The Afternoon Receptionist will have:

- A-Levels/Level3 or academic/working equivalent
- Worked within the education sector, this would be an advantage
- Experience as a receptionist or worked in a administrative based role
- Experience of building successful relationships with parents, pupils and staff
- Confidence working with Microsoft Office and MS Teams
- Outstanding interpersonal and communication skills, both written and oral
- An organised approach with strong time management skills and able to work well under pressure
- The understanding of the importance on promoting safeguarding and welfare of children
- A strong team player mentality and support others in the team and across the school
- The ability to use initiative and work alone without direction when required
- A strong moral compass and personal ethos fitting with that of the School
- High level of personal and professional integrity



## Working with us

### **Celebrating Every Individual**

Radnor House Sevenoaks' ultimate purpose is to prepare pupils for life. As life-long learners, our staff model the ambitions we have for our pupils and, consequently, enjoy worthwhile and satisfying employment in a vibrant and growing community. We are all dedicated to supporting our pupils in achieving their full potential.

### **Our Staff Community**

As a staff member at Radnor House Sevenoaks, you are part of a community that works together to achieve the best for each of its pupils. There are 150 highly dedicated teaching and support staff. The culture of Radnor House Sevenoaks is founded on the following principles:

### **Our Vision**

To develop active and responsible young people equipped to thrive in the world of tomorrow.

### **Our Values**

Excellence — Respect — Courage — Perseverance

We aim to create a secure, happy and active learning environment of the highest quality which celebrates every individual. Teachers provide outstanding pastoral care alongside teaching of the highest standard and deliver a wide range of co-curricular opportunities.

Radnor House Sevenoaks also has a highly professional support staff creating and maintaining the structures and environment for teachers to help pupils achieve their best.

We actively support colleagues in seeking to improve their professional practice and work in partnership with parents to enhance opportunities for students. This includes helping them to develop an awareness of and contribution to both the local and broader community and wider field of education.

Providing an active learning environment is at the heart of Radnor House Sevenoaks. We want every colleague to fulfil their potential at work through ongoing development opportunities and by taking on new challenges to develop their career. Colleagues receive regular feedback on performance and are appraised each term against key performance indicators.

We also offer a wide range of benefits to staff including free breakfast, lunches and complimentary refreshments from our café throughout the day, on-site parking, private pension scheme, Life Assurance, 24/7 Employee Assistance Programme and use of the fitness suite.



## **How to Apply - Afternoon Receptionist**



**Candidates are encouraged to contact the school with additional questions prior to submitting an application.**

**Application forms can be found on our website at:**  
[Working at Radnor House Sevenoaks \(radnor-sevenoaks.org\)](http://Working at Radnor House Sevenoaks (radnor-sevenoaks.org))

If you wish to apply for the role please send a completed application form including details of two referees to HR at [hr@radnor-sevenoaks.org](mailto:hr@radnor-sevenoaks.org)

Start date for the role will be **2nd October 2023**

The closing date for all applications is **22nd September 2023**

Interviews will take place during the week of **25th September 2023**

We reserve the right to interview candidates and appoint before the closing date therefore early applications are recommended.

*Radnor House Sevenoaks is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. Applicants must be willing to undergo child protection screening appropriate to the post, including checks on past employers and the Disclosure and Barring Service (DBS)*