



**Bethany**  
since 1866

Rated 'EXCELLENT' by ISI in 2023

## **School Office Administrator/Receptionist**

**3 days per week as a Job Share, Hours between  
7.30am – 5.30pm Mondays, Tuesdays and  
Wednesdays**

**Term Time only + 6 weeks working during the  
holiday period**

### **The School**

In addition to being a registered charity, Bethany is a co-educational, independent boarding and day school for pupils aged 11-18 years. There are 316 pupils in the School, including 32 boarding pupils. The majority of pupils remain in the School until they are eighteen and most proceed to University. There are 67 pupils in the Sixth Form and the A Level pass rate in 2025 was 97%. The 2025 GCSE pass rate was 95% at 9-4 grade.

Bethany enjoys an ever-growing reputation, both locally and further afield, for the quality of its teaching and pastoral care. In recent years the School has undertaken a programme of building development, including the construction of an indoor swimming pool, an extension to the sixth form building as well as a dedicated fitness building. The construction of a purpose-built performing arts centre was completed in September 2024. The Music School was also relocated to central Campus last year.

The School is a Christian foundation with a strong community life. All members of staff are expected to be in agreement with the Christian values and to attend Chapel with the pupils. The School is well known for its exceptionally high level of pastoral care for pupils. In addition, it enjoys a national and international reputation for the education of dyslexic pupils. Class sizes are small, rarely reaching more than eighteen pupils, and considerably less in the Sixth Form.

The School is set in beautiful Kent countryside and the 60-acre campus is spacious and attractive. It lies in the hamlet of Curtisden Green, mid-way between Goudhurst and Marden. Central London is less than an hour's journey from Marden Station, as are Dover and the Channel Tunnel. For a small School, the high standard of sporting success and the extensive games programme are made possible by the expertise and commitment of the teaching staff outside normal lesson time. The Duke of Edinburgh Award Scheme also enjoys remarkable success, as do the Performing Arts.

The School is forward thinking in all aspects of teaching, learning, and curriculum and has created a 10-year vision, Bethany 2028, for its education provision.

In its most recent inspection in 2023, Bethany was judged to be excellent in all respects.

Bethany 2028 is a School, which is:

- Providing an innovative education relevant to the 21st century;
- Encouraging the virtue of learning in young people delivering 21st century learning habits;
- Living our Christian values through excellent pastoral care;
- A flourishing School investing in the future.

Furthermore, the School has a unique philosophy of learning centred on developing excellent learning habits in its pupils in order to instil in them the 'Virtue of Learning'. All teaching staff are encouraged to undertake their own action-based research through a teacher-led Professional Learning Community model. In recent years the curriculum has been enhanced further and now includes GCSE Dance, and level 3 courses in Economics as well as Level 3 BTECS in Drama, Music Computing. In addition, all full-time staff are provided with a laptop computer and all pupils from Year 7 have their own laptop. This is complimented by a Computing curriculum in Key Stage 3 which includes coding and the opportunity for pupils to develop core computing skills. As a School we make use of Microsoft 365 for supporting teaching and learning and have a number of staff who are Microsoft Innovative Educators.

In September 2025, Bethany retained its Microsoft Showcase status which makes us one of a small number of schools worldwide to have this accolade. Showcase Schools like Bethany create IT rich experiences that inspire lifelong learning, stimulating the development of essential life skills so students are empowered to achieve more. This makes Bethany not just a local school, or a Kent school or even a UK school but a truly global school.

### **General Salary and Conditions**

Reports to: The Bursar

Hours and days per week: 3 days per week (to be confirmed), 7.30am – 5.30pm, term time only + 6 weeks during the various school holidays

Salary: £20,320 pa including holiday entitlement

Start date: ASAP

### **Application**

An application form can be obtained from our website via: [bethanyschool.org.uk/about-us/staff-vacancies](https://bethanyschool.org.uk/about-us/staff-vacancies) or by contacting Human Resources on [recruitment@bethanyschool.org.uk](mailto:recruitment@bethanyschool.org.uk)

The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire, and an enhanced Disclosure & Barring Service check.

## **School Office Administrator/Receptionist**

### **Position Overview:**

To be the welcoming face of Bethany School and provide a wide range of administrative tasks to support the operational functions of the school.

**Reports to:** Bursar

### **Main Duties and Responsibilities:**

The post holder will, as part of a mutually agreed shift pattern, undertake all duties and responsibilities in compliance with regulatory, legislative, and School procedural requirements.

### **Reception:**

- Warmly welcoming all visitors and contractors to the school, ensuring they produce proof of identification (if needed) and sign in using the electronic InVentry system, or equivalent, upon arrival and departure.
- Check Headmaster's Diary for details of the day's visitors to School and enter onto InVentry, or equivalent.
- In line with our current Safeguarding and Visitors Policies, all visitors and contractors will be issued with the relevant visitor badge and lanyard and introduced to the receiving member of staff.
- Answer calls to the main School telephone line promptly, professionally and with a friendly, helpful response and take messages where appropriate.
- Take delivery of post and parcels.
- Process miscellaneous parent payments using a SumUp card reader and liaise with accounts.
- Provide a warm welcome to applicants visiting the school, providing refreshments, introducing visitors to their tour guide and being available to answer queries.

### **Post/Emails:**

- Receive, and help with the distribution of all School mail.
- Post outgoing mail.
- Maintain and order supplies for the franking machine
- Check emails daily and deal with the content as appropriate.
- Check the complaints email address weekly, enter onto the register and distribute to SMT,
- Confidently enter correspondence and deal with queries on your own initiative.
- Post examination certificates for the Examinations Officer by recorded delivery.

### **Minibuses and Transport:**

- In liaison with the Transport Coordinator, help manage School bus transport.
- Update bus registers daily to reflect daily pupil absences using Baton Route.

- Liaise with parents via School Post or Baton Route in the event of bus delays/incidents.
- Make taxi bookings when required via the online booking process and recording into the Reach software. This includes to and from airports for international pupils. Check taxi invoices for finance
- Keep a record of flight schedules and travel arrangements for pupils also using the Reach software.
- Liaise with parents and guardians regarding pupil transport.

### **Attendance using iSAMS**

- Ensure all registers are completed at each registration session AM and PM, daily.
- Record unauthorised absences under the correct and new codes.
- Check all registers for pupils' absences (morning and afternoon) and follow up if no reason for absence is given.
- Update pupil's addresses and emergency telephone numbers as necessary.
- Issue text and email communications to parents and staff.
- Prepare daily fire registers and bring fire information to the muster point in event of a fire drill.
- Maintain Admissions Book.

### **General Administration:**

- Send out letters and emails to parents using SchoolPost.
- Communicate with Teachers and Pupils using Microsoft Teams.
- Prepare parent name badges for Parent Teacher meetings and pupil name badges for Open Mornings.
- Compile stationery orders and check deliveries and billing
- Liaise with premises, cleaning teams and maintenance etc via radio or mobiles for deliveries and contractors.
- Act as a first aid referral point for pupils visiting the Wellness Centre.
- Keep electronic copies of pupil year lists/house lists/whole school list.
- Provide additional secretarial services to members of the Senior Management Team and senior managers as required.
- Update staff "pigeonholes" in summer holidays
- Send out safeguarding requests to last school for all new starters and chase up
- Any photocopying requirements for exams etc

### **Child protection, discipline, health, and safety**

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

The duties and responsibilities within this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time.

Any such duties should not substantially change the general character of the post.