



Student Services Receptionist

Location: Tonbridge/Sevenoaks

Start Date: As soon as possible

Grade: KR4

Full Time, Term Time Only



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1900 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge campus in a campus at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge campus which now has a state of the art Sports Hall and university style Sixth Form Study Centre and a new science block has been built this year. Both campuses are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A Level. Our examinations data from 2019 records the average GCSE grade was above a Grade 7 and our Progress 8 was well above average at 0.95. We also enjoyed superb A Level results with 67% of our students achieving A*-B grades in 2019. The average was a Grade B and our Level 3 value added was above average at 0.12. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests. Result statistics were not published for the 2020 or 2021 cohorts.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

- A personalised induction programme
- CPD days and a range of workshops
- Performance development programme
- Mentoring-Coaching programme
- Relevant external courses and training

The Team

The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at the Tonbridge or Sevenoaks site with team members in leadership positions, spending time at both sites. The team is led by the Family Liaison Managers and Deputy Headteacher and consists of a range of posts including two Family Liaison Managers, School Counsellors, two School Nurses and, including this appointment, two Student Services Receptionists.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding.

The Post

Job Title:	Student Services Receptionist	Reports to:	Family Liaison Manager
Team:	Student Services	Start date:	As soon as possible
Grade:	KR4	Hours:	37 hours per week

Purpose and responsibilities:

The purpose of the post-holder is to provide administrative and student facing support for the Student Services Department which covers student welfare as well as Special Educational Needs. To take responsibility for the medical room and be the first point of contact for First Aid across the school.

Accountabilities

- Provide a professional, efficient administrative service, with a 'right first time mentality' and minimal errors.
- Bring about, monitor and evaluate an administrative culture that will bring positive benefits to student learning.
- Be responsible for your own professional development and accountable through the school's performance development system.
- Create, maintain and facilitate effective relationships.

Specific Duties – Receptionist

- To deliver an effective reception service for the department, dealing with incoming telephone calls, e-mails, faxes, internal and external enquiries from Local Authority Agencies.
- To provide administrative support and maintain information systems.
- To provide an effective enquiry service for staff and students within the school.
- To liaise with school staff regarding families and students as necessary.
- Be the first point of contact for First Aid; recording, administration, monitoring and procurement.
- Support in year 6 and 11 transition visits and programme.
- Oversee the collection of work for students not able to attend normal classroom learning.
- Liaison with Student representatives on related issues as necessary.
- Liaison with the school DCPC as necessary.
- Liaison outside agencies on behalf of the SENCO.
- Attend meetings as appropriate.
- Responding to Urgent Assistant alerts including physical, mental and social well-being.
- To provide assistance to the SENCO/Assistant SENCO and Director of Inclusion in various tasks as delegated.

About You (Person Specification)

	Essential	Desirable
Qualifications		
Degree or equivalent		✓
Evidence of further professional development relevant to post	✓	
First aid training	✓	
Experience		
Development work with colleagues	✓	
Experience of working with young people in an education or well-being setting	✓	
Confident user of new technology as a management tool	✓	
Experience of working with or within more than one school		✓
Skills & Knowledge		
Excellent communication and inter-personal skills	✓	
Caring and calm approach	✓	
Able to communicate effectively, orally and in writing	✓	
Able to work with others to achieve common goals	✓	
Able to use / analyse assessment data systems to raise standards	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confident in own ability to be effective and to take on challenges	✓	
Ability to relate well to students, colleagues, and parents	✓	
Builder of teams, networks and collaborations to secure the best outcome	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Awareness of data protection, child protection and safeguarding		✓
Understanding of relevant legislation and good practice in Mental Health Services		✓
Personal Attributes		
Ability to inspire, challenge and motivate colleagues	✓	
Have a positive approach	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Able to perform well under pressure	✓	
Capacity to work hard, under pressure, to meet deadlines	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and be a team player	✓	
Suitable to work with children	✓	
Equal Opportunities		
Understanding of equal opportunities issues and an ability to demonstrate strategies to challenge discrimination and prejudice	✓	
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 4: £18,517 - £19,625 per annum

Actual salary for 37 hours per week, 39 weeks per year: £15,926.47 - £16,879.46 per annum

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments
Cycle 2 Work Scheme	

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

**See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Thursday 1 September 2022, 9am*

Interview day: To be confirmed

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

