



St Simon Stock Catholic School

LABORA CUM AMORE

Receptionist

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Good
Provider

Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

About Kent Catholic Schools' Partnership

We are 24 Catholic schools within the Archdiocese of Southwark who have come together into a multi-academy trust as the best way to protect and foster Catholic education in Kent. We are spread throughout Kent and in each of our schools aim to offer excellent education with a distinctive Catholic ethos: caring for, nurturing and developing every pupil as a complete young person equipped and ready to embark on their adult life.

Our primary mission is to provide an education for Catholic children, but non-Catholic families who value what we have to offer and want us to work with them in educating their children are very welcome indeed. Thousands of such children enjoy their experience and flourish in our schools.



A message from our CEO

I am privileged to be the recently appointed CEO of the Kent Catholic Schools' Partnership, a Catholic multi-academy trust with a commitment to enabling our children and young people to have an excellent Catholic education.

I am very proud of all our academies and aim to draw on our combined strengths to make our Trust and our academies the very best places to learn and to work.

I look forward to continuing to build on our current successes and to further developing our structures and systems in order to maximise leadership, educational & pedagogical expertise; to pooling our resources for the benefit of all and to ensuring that we continue to offer high quality professional development which supports the career development of all of our staff.

Annemarie Whittle
Chief Executive Officer

Letter from the Executive Principal



Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 24 academies (19 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

We wish to appoint a Receptionist for our school. The role starts from September 2022 and it will be to provide an efficient and sensitive administrative service to ensure the smooth running of the front office. Duties will include; reception duties, first aid, answering phone calls, managing deliveries, taking messages, supporting the Reception team and any office tasks assigned by the line manager.

The role will require a commitment to ensure high levels of confidentiality with excellent communication and organisational skills. Previous experience of working in a school environment would be an advantage, although not essential for an outstanding candidate.

Benefits of working at St Simon Stock:

A supportive and caring working environment for staff and students

Dedicated and bespoke CPD time for all staff

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk.



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Job description

Job Title:	Receptionist
Salary Grade:	Kent Range 4 [£19,389 - £20,493 (pro rata)]
Line Manager:	Office Manager
Hours:	37 hours/week, Mon-Friday, 8 am – 4 pm, 38 weeks + 10 non-pupil days

Purpose of Job

To provide an efficient and sensitive administrative service to ensure the smooth running of the front office. Duties will include; reception duties, first aid, answering phone calls, managing deliveries, taking messages, supporting the Reception team and any office tasks assigned by the line manager.

Key duties and responsibilities:

1	SPECIFIC DUTIES
	Respond to incoming telephone queries and messages/make phone calls home to Parents.
	Ensure messages are taken and passed on to the relevant member of staff/student.
	Redirecting of any main Reception emails.
	Respond to visitors at the Reception area; administer signing in electronically and issuing badges to visitors
	DBS Checking procedure (coping of DBS Certificates and ID)
	Oversee the signing in and out of our sixth form students and external students. Keeping 6 th form students under control when signing in and out.
	Deal with enquiries from Students, direct to classes/assemblies, advise or redirect on Pastoral Issues, liaise with Head of Year where necessary.
	Deal with enquiries from Staff on various issues (backed by email confirmation as good practice)
	Receive incoming post and prepare for distribution.
	Frank all post and make ready for collection and keep records up to date.
	Arrange Taxis for visitors.
	Request work from Tutors for students in welfare
	Pass on financial queries on to Finance.
	Absent teachers – help with cover, locating teachers if they do not turn up, help to arrange cover if no one has been allocated.
	In case of fire, ensure that all reports are printed off for visitors and students then taken to the yard to assist the attendance officer.
	Ensure Fire Warden procedures are carried out in the case of the fire alarm.
	Ensuring students are signed in and out for after school enrichment clubs.
	Student Ambassador – select a year 8 student daily, ensure they collect work at the start of lessons and send them on errands and delivery of messages throughout the day. Rota sent out the week prior and merits issued to students after.
	Deal with the SLT emergency rota and despatch management to area of school where needed.



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Job description

2	WELFARE/FIRST AID
	Deal with unwell students. Assessing the situation and either contacting parents to collect or ring for ambulance.
	When students come to reception administer first aid and if an accident write up an accident report.
	Attend first aid incidents around the school and call for back up if needed. (Rota to be finetuned)
	Administer medication to students on a daily basis.
	Ensure that there are sufficient medical supplies.
	Monitoring H&S in the carpark
3	VP SUPPORT
	Organise Photograph Days and vaccination days run smoothly. Preparation before and on the day. (work on best way to get extra help)
	Accompany students on off-site activities and external provisions e.g. school trips, placements.
	Ensure that students have full access to all areas of the school environment e.g. by pushing wheelchairs or operating the school lifts.
	Tend to students' personal care or physical needs as necessary e.g. toileting, changing.
4	END OF DAY
	Sign out visitors.
	Deal with Parent enquiries.
	Locate teachers for parents to speak to.
	Finish any outstanding post.
	Deal with sports fixtures enquiries, welcome visitors & escorting them to the sports facilities
	Locating students for parents at the end of the day.
	Homework club information passed on to parents
	Pass on LAC Students to responsible senior member of staff after school if waiting at reception.
5	KEY TASKS
	Undertake a diverse range of secretarial duties ensuring that correspondence is well presented and accurate, including reports and other documentation.
	To provide support and administrative help in dealing with cover for colleagues' absence to ensure the smooth running of the school office is maintained.
	Photocopying and routine clerical duties.
	Any other appropriate task required by the Academy Principal.
6	RESPONSIBILITIES
	To participate in training and other CPD as required
	To attend and participate in regular meetings with your line manager to share any issues or concerns
7	PROFESSIONAL VALUE AND PRACTICE
	Having high expectations
	Work with colleagues as part of a professional team
	Reflecting upon and seeking to improve personal practice



This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.

Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	D
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
Skills, Qualities & Abilities	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D

Application process

Please contact the school at HR@ssscs.co.uk to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk

Please send your application form and related documents to the HR Hub HR@ssscs.co.uk

Closing date for applications: 26th of August, 2022

Interviews to be held on: Week of 5th of September 2022

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

