



Receptionist / Administrator

Receptionist /Administrator Vacancy

15 hours per week 8am – 4pm
Thursdays and Fridays
Permanent Contract Term Time Only
Kent Range 6: £21,801 FTE
Actual Salary £7,440.68

THE ROLE

The Governors of DSTC wish to appoint a friendly and welcoming Receptionist/Administrator to join our busy administration/ office team. The successful candidate will be the first point of contact for parents and visitors and will therefore need to be polite and professional whilst also being caring and compassionate towards our students. You will be punctual, well presented and able to provide efficient and accurate administrative support as well as dealing with Reception enquiries and taking phone calls. Experience of school procedures and/or of working with secondary age children will be an advantage.

Person Specification

Detail	Examples	Essential	Desirable
QUALIFICATIONS	GCSE Grade 4 and above in English and Maths or proven ability to perform the role.	X	
EXPERIENCE	Proven administration experience Previous experience of reception work or working in a customer service role	X	X
SKILLS AND ABILITIES	Ability to provide a high level of customer service A professional telephone manner Ability to deal calmly, tactfully and effectively with a range of people Ability to convey information clearly and accurately orally and in writing to a range of people Ability to work in an organised and methodical manner Ability to take personal responsibility for organising day to day workload, prioritising effectively and working to deadlines Ability to work effectively and supportively as a member of the school team Be adaptable and work well under pressure whilst multi-tasking Able to use own initiative to solve problems and respond proactively to unexpected situations. A sense of humour	X X X X X X X X X X X X X X X	
KNOWLEDGE	Good knowledge of ICT Knowledge of SIMS and School comms Demonstrate an understanding of confidentiality and child protection issues in a school setting	X X	X

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely:
"Everyone excels in all endeavours"

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent. Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents" (Ofsted March 2022).

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

Additional Benefits:

- Free on-site parking
- Free tea /coffee
- Kent Reward Scheme
- Induction programme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susan Wells (susan.wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.

DSTC 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.

HOW TO CONTACT US

Dartford Science and Technology College
Heath Lane, Dartford, Kent DA1 2LY
Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to susan.wells@dstc.kent.sch.uk

JOB DESCRIPTION

Name:

Post Held: Receptionist/Administrator

Responsible to: Business Manager

Hours per week: 15 hours
08.00 – 16.00 Thursday and Friday
30 minute (unpaid) break per day

Weeks per year: Term time

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES:

- To maintain the front desk and deal with student, staff and visitor enquiries in a polite and welcoming manner.
- To answer the telephone and ensure correct procedure is followed regarding enquiries.
- To be responsible for the visitors' signing in and out system.
- To ensure daily outgoing post is logged, stamped/franked and ready for the post collection.
- To ensure daily incoming post is delivered to the relevant people.
- To type, copy and distribute school letters.
- To ensure correct procedure is followed for confiscated items and for any monies handed in by staff or students.
- To ensure correct procedure is followed for lost property.
- To carry out administration of lunch slips for students.
- To be the primary responder to all lifebelts.
- Taking primacy for the office email in box.

- To maintain stock levels of stationery in the Stock Cupboard.
- To undertake other administration including:
Locker keys - creating and maintaining a spreadsheet of all locker allocations, providing replacement keys to students and ensuring spare keys are available.
- To keep the Staff Handbook up to date and to distribute as required.
- To produce the staff bulletin.
- To produce student detention letters.
- Provide other administrative support for the SLT and others as required.
- Provide other administrative support for the SEND team.
- General office duties including filing, reprographics and shredding.
- Such other duties as the Principal or Governors may from time to time require.