



HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

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Receptionist / Administrative Assistant

37 hours a week, all year round.

Highsted Academy Trust Pay Band 4: £23,557

We are looking for a skilled and enthusiastic person to join our office and admin team at this high achieving girls' grammar school. You will provide general admin and clerical support as necessary and monitor the medical room.

The successful applicant will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach.

This post requires an innovative hard-working individual who is dedicated, diligent and flexible with a good knowledge of Microsoft office and preferably SIMS. The ability to work under pressure and meet deadlines in an accurate and effective manner is essential.

A first aid qualification is desirable or willingness to undergo first aid training. ICT experience essential but specific training will be given.

The post offers an exceptional opportunity in a high performing school where we can offer you:

- a friendly, hardworking and dedicated staff team
- the opportunity to inspire highly able and well-motivated students to fulfil and exceed their potential
- a dynamic and supportive working environment
- opportunities for professional development
- a private health care package supported by Benenden Health Care
- a competitive salary commensurate with experience

Please contact Tracy Field at the school via [email](mailto:tracy.field@highsted.kent.sch.uk) or visit our website to download further information and an application form: www.highsted.kent.sch.uk

(Closing date 21st April 2025)

Applications are reviewed on a continual basis. Should a suitable applicant be found prior to the closing date we reserve the right to close this advert prior to the date published. Early application is recommended.

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.

Welcome to Highsted

At Highsted, we view education as a creative process. Our vision is to lead a happy and cohesive community which fosters academic, emotional and physical confidence. In doing this we create inspirational learners with the courage to take risks and the wisdom to learn from their mistakes.

Our success is as a consequence of striking a fine balance between tradition and innovation. Our values are traditional ones and we offer an unashamedly academic curriculum. We are keenly aware that we are preparing our students for a working life none of us can yet anticipate. Our focus, therefore, is on developing the skills, attributes and habits of mind that equip our young women as life long learners. Our aim is to launch them into the world as self-starters, focused but flexible, armed with the courage to grasp opportunities and the resilience and humour to negotiate setbacks along the way.

We hope that at Highsted you will find a society, a family – a place of lifelong learning that will support and encourage each and every member of our community.

Please use the contact details above if you would like the opportunity to tour the school or to meet the Head before making an application. I look forward to welcoming you to our school.

Anne Kelly - Headteacher

Ofsted - Good

'Pupils and students flourish and succeed at Highsted Grammar.'

'Pupils are courteous, polite and welcoming – they are happy, safe and well cared for'.

'Teacher's subject knowledge is exceptionally strong'

'Leaders set high expectations of what students can achieve. Pupils and students respond well to these high expectations.'

'An ambitious 'cognitive and compassion' curriculum offers a fitting balance of academic rigour and pastoral support.'

'Incidents of poor behaviour are low, and attendance is high. Pupils arrive punctually to their lessons, so learning time is maximised.'

(Ofsted Inspection report 2023)

About Us

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. We were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed

to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Selective Education

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

Partnership Working

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

Extra Curricular

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The Team

We are looking for a dynamic, innovative and hard-working individual to join a committed, friendly and high-performing support team that genuinely operates as a team – supporting and motivating one another in what is often demanding but always enjoyable work. The school is well resourced, operates in a collegiate spirit of shared excellence and there is a tradition of inspiring and encouraging one another to impact on learning in exciting ways.

We are looking forward to appointing an outstanding colleague who can contribute to the progress of all of our students with energy, passion and skill.

About You

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a supportive team and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Application & Interview Process

Applications will only be accepted from candidates completing the school's application form, which is available to download from the website. All sections of the application form must be completed as accurately and as full as possible. Alternatively, applicants may submit their application via the Kent Teach website. Please note that CV's will not be considered in isolation and must be attached to an application form as a supplementary form.

Closing date for applications: 21st April 2025, at noon

Interview date: TBC

The school may interview early in the case of an exceptional candidate. Candidates will be shortlisted based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a birth certificate, passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Highsted Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
Full-time Receptionist / Administration Assistant

Job title: Receptionist / Administration Assistant

Report to: HR Manager

Hours: Monday – Thursday 8.00am – 4.30pm – 1 hour for lunch Friday – 8.00am – 4.00pm – 1 hour for lunch

Grade: Highsted Academy Trust Band 4, point 12-13.5

Purpose of the role:

Provide an efficient receptionist service, monitor the medical room and undertake clerical tasks as part of the Administration Office support team, in line with Kent's 'Ways to Success' document.

Teamwork, efficiency, flexibility, good time management and an ability to use ICT are all essential qualities for the post of Receptionist/Administration Assistant.

Principle accountabilities:

- Reception: dealing with enquiries/requests from members of the public, parents, pupils, teachers, Governors - in person and by telephone. Welcoming visitors to the school (ensuring that the Visitors Book has been signed and that visitors are supplied with a visitor's badge).
- Answering the telephone, adhering to the telephone protocol, and passing on calls or taking messages (all within the Support Staff code of practice).
- Answer calls to assist visitors and pupils to access the site via the electronic gates.
- Dealing with and maintaining a record of pupils attending the medical room; liaising with the Key Stage Learning Mentor for appropriate action. Supervising pupils whilst in the medical room and contacting parents (if requested) to arrange collection. Maintenance of First Aid stock, ensuring sufficient supplies are held and liaising with Admin Office Manager for re-ordering.
- Act as first point of call for First Aid, having received appropriate training.
- Ensure the Reception area is kept tidy and notices removed when obsolete.
- Maintenance of the electronic Reception diary and Room Booking diaries.
- Daily monitoring and printing of registers on reception, as soon as possible following registration, manually entering when necessary. Print registration sheets and official registers on a weekly basis.
- Preparation of First Aid Kits and 'Pupil Illness and Administration of Medicines in School' forms for trips, as necessary.
- Monitoring lost property and placing regular (usually termly) notices into registers to remind pupils to check for missing items. Also, re-directing named items to pupils.
- Distribution of pupils' travel tickets; liaising with Area Education Office, as necessary. Filing of letters regarding travel arrangements as required.
- Responsible for outgoing post, parcels and exam papers and the franking machine, ensuring sufficient credit is maintained and liaising with Admin Office Manager and the Finance office.
- Receiving deliveries of incoming parcels, including checking, unpacking and sorting, liaising with the Site Team to ensure they are promptly cleared.
- Opening, date stamping, sorting and distribution of incoming external mail.
- SIMS pupil database:
 - To enter pupil information including new entrants onto the SIMs database and maintain correct records.
 - To pass SIMs data checking forms to parents for updating.
 - To check all SIMs forms are returned and filed and previous data forms are destroyed once relevant information has been transferred.

- To update the database promptly with changes made to the data forms and changes made during the year.
- To download CTF files received from other schools and import to SIMS.
- Assist with updating and producing school booklets e.g. staff handbook, pupil planners and any other ICT tasks as they arise.
- To produce letters to parents. Preparing letters for trips and assist with general typing of letters as required.
- To undertake pupils' general filing – re-arranging pupils' files, when required.
- To assist with maintenance of Admin stationery stock levels and liaison with Finance Office with regard to main stock level.
- Assistance with duplicating and photocopying of examination papers; booklets, letters to parents; standard forms, tickets and programmes for events and any other papers as requested.
- Preparation of exam result envelopes.
- On a weekly basis attending the staff briefing, taking notes, typing up and circulating.

In addition the post-holder is to:

- Assist with general office duties as requested by the Administration Office Manager.
- Annually, on Welcome Evening, assist with the Admission Procedure (NB this involves an attendance of approximately one hour in the evening for which time off in lieu will be given).
- Undertake in school training as appropriate.
- Cover for absent colleagues and interchange duties as necessary at busy times.
- Assist with invigilation during exam periods and the occasional supervision of groups of pupils.

School Holiday Tasks:

- Prepare homework diaries and any other stationery required for new entrants and existing pupils at the beginning of the academic year.
- Re-labeling of teaching staff pigeon holes, lockers and shelving in staff room ready for the beginning of the academic year.
- Transfer all pupils' records to the appropriate filing cabinets; disposal of out of date pupils' information, and rearrange SIMs and medical records.
- Preparation, enclosure in relevant envelopes and distribution to pupils of A-Level, GCSE and other examination result slips, together with accompanying correspondence, in conjunction with colleagues. Filing of copies of examination result slips in students' files.
- Entering new intake details on SIMs.
- Reprographics – duplication, collating and stapling of work handed in which is required for the beginning of term.
- Filing.

Essential experience and qualities

- Good standard of general education, including literacy and numeracy
- Excellent and articulate verbal and written communication and presentation skills
- Ability to articulate with confidence, accuracy and competence in digital technology, i.e Microsoft Office: Word, Excel, PowerPoint, Outlook, Microsoft 365.
- Accurate and efficient Keyboard skills
- Ability to set and keep to deadlines

- Willingness and ability to undertake relevant training and identify own development needs
- Ability to develop, and share expertise, knowledge and understanding of different systems, procedures and skills
- Awareness of GDPR and confidentiality issues
- Patience, discretion and a sense of humour
- Self-awareness and sensitivity
- Ability to absorb and understand a wide range of information
- Ability to adapt to changes in the workplace
- Flexible approach and positive attitude towards work
- Willingness to work flexible hours if required
- Ability to balance constantly changing priorities
- Ability to take a proactive approach
- Evidence of excellent attendance and punctuality in present and past employment
- Commitment, knowledge, understanding to equality and the promotion of diversity
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Ability to uphold the values and ethos of Highsted Grammar School
- Commitment to present a professional image in appearance and attitude promoting Highsted Grammar School as the reception is the first point of contact for most
- Commitment to uphold the highest standards of child protection and safeguarding procedures
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to following and understanding evacuation and emergency procedures
- Commitment to take reasonable care of your own health and safety and that of others
- Engaging actively in the performance management review process and to undertake reviews as required
- Commitment to promote and adhere to the school's policies
- Demonstrate dependability, punctuality and reliability

Desirable experience and qualities

- SIMS experience and other school systems
- SIMs Parent App & ParentPay experience
- Experience of working in a busy office environment
- Experience working on a busy reception
- Have innovative ideas and thinking

Confidentiality

All personal information regarding pupils, parents, employees at the school to which the Administration Assistant may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

Health & Safety

The postholder agrees to fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Organisational structure

Headteacher



HR Manager



Postholder(37 hours per week, full time)

Person Specification
Administration Assistant

	Essential	Desirable
Experience	Educated to GCSE standard or equivalent, with GCSE English and mathematics grade C or above.	First Aid qualification.
	Use of ICT, in particular, office packages such as Word and Excel.	Knowledge of SIMS would be an advantage but training will be given.
	Evidence of excellent time management skills and ability to multi-task.	Successful experience in working with young people.
Personal Qualities	Evidence of working with other professionals as part of a team.	
	To be a flexible and helpful member of a team.	
	Enjoy working with young people.	
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
	Willingness to take on delegated responsibility.	
Skills	Confidence in dealing with pupils, parents and outside agencies in person and on the telephone.	
	To pay attention to detail.	
	High-level communication and presentation skills.	
	Communicate effectively with groups of children to maintain an orderly atmosphere.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems.
	Ability to use ICT effectively to support the job.	
	Excellent organisational skills.	
	Adhering to the safeguarding procedures of the school and promoting associated protocols.	
	‘Can do’ approach to the varied needs of the school.	