



LABORA CUM AMORE

St Simon Stock Catholic School

RECEPTIONIST APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part 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.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

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.

Andrea Denny

Headteacher - St Simon Stock Catholic School



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About St Simon Stock Catholic School

Welcome to St Simon Stock Catholic School

Located in the heart of Maidstone, Kent, St Simon Stock Catholic School is a vibrant and high-achieving secondary school, proud to be part of the **Kent Catholic Schools' Partnership (KCSP)**—a multi-academy trust of 30 schools dedicated to excellence in Catholic education.

As an **oversubscribed, co-educational school** with a long-standing tradition of academic success, we are home to over **1,100 students**, including a thriving **Sixth Form of 200+ students**, supported by a dedicated team of around 130 staff.

At St Simon Stock, we celebrate the rich diversity of our students, valuing the unique cultures and experiences they bring. Our ethos is built on respect, service, and a commitment to helping every student achieve their full potential. Through a strong work ethic, personal responsibility, and service to others—both within the school and the wider community—our students develop the confidence and ambition to succeed in an ever-changing world.

We are proud to be rated **'Good' by Ofsted** and **'Outstanding' in our most recent denominational inspection**, reflecting our unwavering dedication to academic excellence, personal growth, and spiritual development.



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Role description — Receptionist

Join Our Team at St Simon Stock Catholic School – Make a Real Difference!

We are looking for a professional, welcoming, and highly organised Receptionist to be the first point of contact at our respected school. This key role involves providing efficient and sensitive administrative support to ensure the smooth running of our front office.

You will handle a wide range of reception duties including answering calls, managing visitors, and offering first aid support as needed. Excellent communication and organisational skills are essential, along with a high level of commitment and integrity.

Previous experience in a school environment would be an advantage, but is not essential for an outstanding candidate with the right skills and attitude.

If you are calm under pressure, thrive in a busy environment, and enjoy working as part of a dedicated team — we'd love to hear from you!

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 and personal development opportunities.
- Staff laptop provided (dependent on role)
- Kent Rewards Scheme.
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources.

Our Offer:

At St Simon Stock Catholic School, we believe staff who thrive help students flourish. We foster a supportive, caring environment where our team feels valued and inspired, creating the best outcomes for our young people.

We' are known for our commitment to professional development and staff wellbeing. As proud members of the Education Staff Wellbeing Charter, we prioritise mental health, ensuring all staff have access to the tools and support they need to thrive—both personally and professionally.



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Job description

Job Title: Receptionist

Salary Grade: Kent Scheme B (£25,126) (approx. £22,464 per annum pro rata)

Hours: 37 hours per week, 40 weeks per year

Purpose

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 (copying 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.
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



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Job description

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.

2	General & Administration	
2.1	General	Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.
		Maintain strict confidentiality with regard to both the staff and students within the outside school.
		Work effectively as a team member.
		Provide a positive role-model in terms of timekeeping, dress code and work ethos.
		Support the management of health and safety in accordance with the health and safety policy.
		Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
2.2	Administration	Provide clerical/admin support e.g. photocopying, printing, displays etc.
		Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the SENCO
		Monitor the progress and performance of individual students and keep records relating to students supported.
		Assist in gathering information to inform the SEND audit



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
	A Degree in a specialist subject	D
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
	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

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Friday 19th September 2025 at 09:00

Interviews to be held: w/c 22nd September 2025

Start date: ASAP

All applicants need to have the **Right to Work** in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

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.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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