



School Receptionist & Administrator

Application Pack

[Letter from Headteacher](#)

[About St Gregory's Catholic School](#)

[School vision and values](#)

[School intent statement](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



Every child is known and loved

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

Every child is known and loved

School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

Every child is known and loved

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

Every child is known and loved

Job description

We are seeking a highly organised and professional **School Receptionist & Administrative Assistant** to join our busy and friendly school office at St Gregory's Catholic School. This is a key role at the heart of the school, providing essential administrative support while also being the welcoming face of our reception.

The ideal candidate will be confident using a range of IT systems, able to manage multiple tasks at pace, and committed to delivering excellent customer service to students, parents, staff and visitors. Strong administrative skills are essential, along with the ability to remain calm, efficient and professional in a fast-moving environment.

As part of your role, you will support a wide range of office operations, including maintaining student records, coordinating school communications, supporting parent events, liaising with external agencies, and ensuring the smooth day-to-day running of the school office. You will also oversee reception duties and provide occasional cover in the Medical Room (full first aid training provided).

If you are a team player with excellent communication skills, attention to detail, and a genuine interest in supporting the work of a vibrant secondary school, we would be delighted to hear from you.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- As part of KCSP (Kent Catholic Schools' Partnership), our staff have access to excellent training opportunities, access to formal qualifications as well as specialist courses and conferences.
- Generous Pension scheme for all staff (22.5% employer contribution)
- Access to our Fitness Suite
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, holidays, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement
- Eye test subsidy
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services



Every child is known and loved

Job description

Job Title:	School Receptionist & Administrator
Salary Grade:	KRC (£25,252 - £26,262), Pro-rata (£22,012 - £22,892)
Working Hours:	Mon, Wed, Thurs, Fri - 8am – 4pm Tues - 8am to 3.30pm (or alternative day to be agreed with Office Manager)
Line Manager:	Office Manager

Purpose of Job:

To provide efficient and high-quality administrative support to ensure the smooth day-to-day running of the school office. The postholder will also act as the first point of contact for visitors and callers, providing a professional and welcoming reception service, and will offer support to the Medical Room when required.

Key duties and responsibilities:

1. General Administration

- Provide comprehensive administrative support across the school, demonstrating strong organisational and ICT skills.
- Use school systems and software (including SIMS, Microsoft Office, Edulink, SchoolComms, and EasyBadge) to maintain accurate and up-to-date records.
- Maintain student and parent contact information on SIMS.
- Produce staff and student ID badges.
- Support the organisation and administration of Parents' Evenings and other school events.
- Prepare and distribute staff and student timetables each term.
- Coordinate the Duty Student rota.
- Assist with the preparation of school correspondence, documents, and reports.
- Maintain effective filing and record-keeping systems in line with data protection requirements.

2. Office Coordination and Support

- Support the Office Manager in the smooth and efficient running of all office operations including SCR and cover.
- Provide administrative support to colleagues and senior staff as needed.
- Handle Free School Meal (FSM) queries, liaising with KCC and maintaining accurate FSM records on SIMS.
- Check and update FSM data for school Census returns.
- Distribute student bus passes and maintain associated records.
- Liaise with external mentoring and counselling agencies to coordinate student sessions and book rooms.
- Assist with reprographics tasks, ensuring internal forms are stocked and stationery supplies are ordered and maintained.

Job Description

3. Reception and Front-of-House

- Act as the first point of contact for all visitors, providing a courteous and professional welcome.
- Manage visitor sign-in/out and ensure ID and safeguarding checks are completed.
- Liaise with the Attendance Office regarding students arriving or leaving during the school day.
- Induct visiting supply teachers and ensure cover information is current.
- Handle incoming calls, emails, and enquiries, ensuring accurate and timely communication.
- Manage incoming and outgoing post, parcels, and examination papers.
- Maintain a tidy and informative reception area with relevant displays and notices.
- Assist with fire drills, lockdowns, and other emergency procedures.

4. Medical Room and First Aid Support

- Hold or be willing to complete a First Aid at Work qualification.
- Provide lunchtime and absence cover for the Medical Room.
- Liaise with the Medical Manager to ensure first aid equipment at reception is maintained.
- Support with student immunisation sessions as required.

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.



Every child is known and loved

Person specification

Area	Criteria	Essential / Desirable
Qualifications	Minimum Level 2 qualification in Maths and English	E
	Successful experience of working with students in a school environment	D
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skill	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
Abilities, Skills and Attributes	A practising Catholic	D
	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

Every child is known and loved

Application process

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

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

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

Closing date for applications: 25 November 2025 at 09:00 am

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 Gregory's 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.



Every child is known and loved