

# Dover Grammar School for Girls

## Applicant Letter and Information



### Receptionist (Administration Assistant)

Term Time plus 2 training days (38.4 weeks)

Hours – **35 hours a week:** Monday – Friday (8:00am to 4:00pm)

Salary: KSB (£25,126)

Pro Rata, ACTUAL salary: £20,398

**Required: ASAP / February**



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

*“There is a caring and supportive ethos throughout the school.”*

*“This school is well led.”*

*“Leaders are aware of, and sensitive to, staff’s workload and well-being”*

*“Staff appreciate the professional development they receive and know their work is valued.”*

*“[staff] feel well supported and are happy and proud to work at this school.”*

# Dover Grammar School for Girl Receptionist (Administration Assistant)

**Required: ASAP / February**



Dear Applicant

Thank you for your interest in the post of Receptionist (Administration Assistant). This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload, and creating positive working conditions. I hope this Application Pack contains all the information you require; however, please do not hesitate to contact the school directly if you need further information.

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 part of a team, and have a positive, 'can-do' approach.

This post requires a highly experienced and motivated Receptionist/Administrator with excellent organisational and communication skills, preferably with knowledge of Microsoft Office and SIMS, and experience of working within a school environment. The ability to work under pressure and meet deadlines in an accurate and effective manner is essential for this role, as are excellent attendance and punctuality.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=152668>

The closing date for receiving your application is Sunday, 8<sup>th</sup> February 2026 with interviews taking place on Thursday, 12<sup>th</sup> February 2026.

Yours sincerely

Daniel Quinn  
Headteacher



Job title: Receptionist (Administration Assistant)

Report to: Office Manager

Hours: 8:00am – 4.00pm Monday - Friday

## Purpose of the role:

To be part of the School Administration Team and to provide a tidy, welcoming, and friendly reception to both internal and external visitors, ensuring school security at all times by accounting for all individuals whilst following school policies and safeguarding procedures.

To be responsible for all incoming telephone enquiries and directing calls and messages, emails and post to the appropriate person accurately and promptly. This includes calls for general enquiries, and liaising with outside agencies. You will also provide direct, efficient, organisational and accurate administrative support.

## Principal Accountabilities

- General Administration duties e.g. photocopying, laminating, letter writing etc.
- Provide admin support as directed by the Office Manager
- Collate, maintain and amend student information on the SIMS system and database
- Distribute, record and file all appropriate forms i.e. FSM, liaising with outside agencies and following correct procedures
- Ensure that the admin team are kept up to date with any changes to student details and reception procedures
- Ensure appropriate procedures are followed when the Pastoral departments send students home due to illness
- 'Liaise with external services, ie public / contract bus companies, taxi companies, uniform distributors and general deliveries etc.
- Working as part of a team, determining priorities and meeting deadlines
- Working using initiative and prioritising work and that of others even when under pressure
- Possessing excellent verbal and written communication skills appropriate to the need of communicating effectively with colleagues, students, parents, visitors and other organisations
- Processing and distributing all communications by mail, email, telephone and other platforms i.e. Microsoft Teams
- Creating and producing school publications, e.g. Safeguarding documents, welcome PowerPoint and invitations
- Providing assistance in arranging school events, and assisting with hospitality for visitors and functions
- Accurate data collation and input
- Efficient and accurate input and maintenance of the school's electronic and paper record systems
- Ability to produce reports on request from a variety of data with agreed policies, procedures and appropriate legislation
- Ability to respond accurately and efficiently to telephone/written and face to face enquiries
- Any other duties commensurate with the grade of the post as directed by the Office Manager

## 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 work with confidence, accuracy and competence in digital technology i.e Microsoft Office
- 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
- Ability to absorb and understand a wide range of information
- Ability to adapt to changes in the workplace
- Ability to balance constantly changing priorities and take a proactive approach
- Evidence excellent attendance and punctuality in present and past employment
- Commitment to equality and the promotion of diversity
- Commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Commitment to present a professional image in appearance and attitude promoting DGGS, as the reception is the first point of contact
- 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

## Desirable experience and qualities

- SIMS experience and other school systems
- ParentMail & ParentPay experience
- Awareness of GDPR and confidentiality issues
- InVentry experience
- Knowledge of FSM
- Experience of working in a busy office environment
- Experience working on a busy reception
- Knowledge of school census, records and policies
- Have innovative ideas and thinking

## Person Specification

### Required

- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view
- Ability to work in a variety of team roles
- Good interpersonal skills
- Listening and communication skills
- Confident and accurate in ICT
- Professional and smart appearance and manner
- Energy and enthusiasm