

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Receptionist

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

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.

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.

Kind regards

Danielle Lancefield
Headteacher



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The Post

Report to or Line Manager: Headteacher's PA
Grade: Kent Scheme B
Hours per week: 37 (Monday to Thursday 8am – 4pm Friday 8am – 3.30pm)
Weeks per year: 40 (Term Time, plus inset, plus 1 week)

Main Purpose of Job:

To act as the first point of call for all visitors and callers to the school, welcoming and directing as appropriate. To undertake whole school administrative tasks as required, assisting key stakeholders in organising whole school events.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary to keep abreast of development.

Specific Duties and Responsibilities:

- Manage the main school reception, welcoming visitors and responding to enquiries in a professional and courteous manner.
- Act as the first point of contact for students, parents, staff, and visitors, providing assistance and directing enquiries appropriately.
- Receive, screen, and prioritise incoming telephone calls, ensuring messages are accurately recorded and distributed as required.
- Provide hospitality for visitors and meetings held within the school.
- Develop and maintain positive and professional relationships with students, parents, staff, and external visitors.
- Provide general administrative and organisational support including typing, filing, shredding, photocopying, post handling, and archiving.
- Support the Admissions Officer (PA) with admissions administration as required.
- Provide administrative support to the Senior Leadership Team (SLT) as needed.
- Assist with the coordination and administration of SLT-led whole-school events and activities, including Parents' Evenings, Open Evenings, Presentation Evenings, Serviam Tea Parties, Duke of Edinburgh Tea Parties, enrichment activities, school nurse visits, and school photographs.
- Maintain room booking diaries and assist with scheduling where required.

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- Input and retrieve student information on the school management information system, ensuring records are accurate, up to date, and handled with the utmost confidentiality.
- Log and securely manage examination post and other highly confidential materials.
- Receive, sort, and distribute incoming post and manage deliveries and parcels.
- Organise and distribute student bus passes.
- Manage lost property and the school uniform room.
- Administer First Aid and authorised medication to students when required, ensuring accurate records are maintained in line with school procedures.
- Maintain high professional standards in attendance, punctuality, appearance, and conduct.
- Take responsibility for ongoing professional development and participate in relevant training as required.
- Undertake any other duties as directed by the Headteacher that are commensurate with the grade and responsibilities of the post.

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Person Specification:

Criteria		Essential Desirable	
Skills, Knowledge & Abilities	Good written & verbal communication skills	✓	
	Excellent literacy & numeracy skills	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to act upon own initiative	✓	
	Excellent interpersonal skills with the ability to build good relationships with all stakeholders and to work as part of a team.	✓	
	Flexibility and ability to adapt to an ever-changing environment	✓	
	High level of accuracy and attention to detail	✓	
	Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly, including complaints and/or difficult / sensitive situations	✓	
	Working knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality, and data protection	✓	
	Good IT skills, with proven competency in the use of Microsoft Outlook, Word, Excel, PowerPoint, and SIMS	✓	
Adopts a culture of continuous improvement	✓		
Previous Experience	Knowledge & experience of setting up and maintaining office systems and school administrative processes and procedures	✓	
	Ability to provide an efficient and high level of administrative support and reception service	✓	
	Experience of working in a busy reception/general office environment		✓
	Experience of using SIMS software		✓
Qualification/ Training	Relevant qualification / experience – please specify	✓	
	First Aid qualification (or willingness to obtain qualification at the start of the new academic year)	✓	
	Willingness to undertake further training as required		✓

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.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: 9am Monday 23rd March 2026

Interviews to be held on: Monday 30th March 2026

Start date: April 2026

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

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.



Ursuline College

Headteacher: Miss D Lancefield

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