



Job Pack

Receptionist

Kent Range 4

37.5 Hours per Week, Term Time Only

(41 weeks per year)

Permanent Post



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1600 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in an Annexe at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

THE POST

Job Title:	Receptionist	Grade:	KR4
Location:	Weald of Kent Grammar School / Tonbridge	Reports to:	Chief Operations Officer
Hours:	37.5 hours per week - 41 weeks per year 8am-4:30pm	Start Date:	ASAP

The Team

The Administration Team provides administrative support for a range of business services including central operations, admissions, events, front of house services, finances, HR, PA support, marketing, lettings and reprographics. We are an extremely hardworking and dedicated team; passionate about supporting teaching and learning and playing our part to help improve student outcomes.

Purpose

The Receptionist, based at Tonbridge, will be responsible for the organisation and development of all front of house processes within the school to benefit student learning and staff efficiency. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standards of customer service.

Accountabilities

- Be the face of Weald of Kent
- Be accountable for your area of Reception and communication processes within the school.
- Providing a professional efficient and cost effective administrative service, with a 'right first time mentality' and minimal errors.
- Bring about, monitor and evaluate an administrative culture that will bring positive benefits to student learning.
- Be responsible for your own professional development and accountable through the school's performance development system.
- Create, maintain and facilitate effective relationships.

Specific Duties

- To arrange tours for perspective students.
- To deliver an effective reception service for the school, dealing with all incoming telephone calls, e-mails, internal and external enquiries and school visitors.
- To manage the school email inbox.
- To provide an effective enquiry service for staff and students within the school.
- To provide administrative support and maintain information systems.
- To effectively manage incoming and outgoing delivery and collection of mail and parcels.
- To manage the administration of the school sign in system.
- To assist/manage the organisation of staff/student badges.
- To maintain the stocks of stationery for the Administration Department.
- To manage the receipt and distribution of student travel passes at the commencement of each term and to follow up any missing/incorrect passes with the Passenger Transport Unit.
- To manage the booking system for the school mobile telephone, ensuring that batteries are charged and ready for use.
- To provide assistance to the Chief Operations Officer in various tasks as delegated.
- To be a fire warden (training provided).

About You (Person Specification)

	Essential	Desirable
Qualifications & Experience		
Educated to at least GCSE Grade C standard or equivalent in English or Maths	✓	
Experience of working in busy, sometimes pressurised, office environment	✓	
Experience of managing and maintaining accurate records and filing systems		✓
Further education qualification/s in relevant field		✓
Experience of working in a school or similar establishment in the role of an Office Manager		✓
Skills & Knowledge		
Excellent people skills with an ability to build and form good relationships with students, colleagues and other professionals	✓	
Ability to organise tasks with minimum supervision	✓	
Ability to deal with unexpected / difficult situations	✓	
Ability to use own initiative as well as work proactively as part of a team, understanding school roles and responsibilities	✓	
Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals	✓	
Good standard of numeracy and literacy skills	✓	
Ability to absorb and understand a wide range of information	✓	
Ability to manage and deal with confidential data / issues appropriately	✓	
Excellent IT skills with clear working knowledge of Word, Excel and Powerpoint, databases and internet systems	✓	
Knowledge and understanding of Safer Recruitment requirements in schools		✓
Operating and monitoring budgets, and providing required reports		✓
Personal Attributes		
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 4: £17,498 - £18,611

Actual salary for 37.5 hours per week, 41 weeks of the year £15,693 - £16,692

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday 27 January 2020, 9am

Interview day: Thursday 30 January 2020

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

