



Dane Court Grammar School

Application Pack

Receptionist and Administrator

Required as soon as possible.





Contents

Welcome from the Headteacher.....	3
School Vision and Values	4
The Post.....	5
Job Description	6
Person Specification.....	7
What we can offer you	8
Application Process.....	8

Welcome from the Headteacher

Thank you for your interest in the position of Receptionist at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home.

As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully



Martin Jones
Headteacher



School Vision and Values

At Dane Court Grammar School, we develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

We encourage our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Specifically, we:

- Create responsible independent learners
- Provide an excellent academic education
- Foster a respectful, caring, supportive school community
- Provide an excellent education in life skills
- Develop respectful and confident international citizens



The Post

The administration department

The administration team at Dane Court consists of five experienced members of staff working alongside the Finance Department in a purpose-built office environment. As a team we work together to provide effective administration support to ultimately enable school improvement and student progress.

The receptionist is an extremely important member of the school community and a vital part of the administration team. As the face of the school the receptionist is the first point of contact for students, parents and visitors. At a challenging but critical time for the school we require a receptionist who can not only create a professional and welcoming atmosphere but also follow school health and safety and first aid guidance in a calm and effective manner.

The school office environment is exciting, varied and extremely rewarding. The tasks within the role are wide ranging so flexibility and organisation are key skills necessary. If you are hardworking and professional as well as friendly and calm and you would like to join our team this could be the position for you.



Job Description

Job Description

School Receptionist

Reports to: Office Manager

Main duties and responsibilities

- Welcome visitors in a professional and hospitable manner, ensuring signing-in procedures are followed, and to provide refreshments as required. Ensure all safeguarding procedures are followed. Use sign in software to enter pre-booked and authorised visitors and produce reports including fire evacuation report.
- Receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages.
- Monitor the answer-phone and pass on messages accurately and promptly.
- Monitor school admin email and forward accordingly.
- Monitor sixth form signing in and out at reception.
- Ensure all students sign in and out when entering or leaving the school.
- Deal appropriately with pupil enquiries e.g. purchase of equipment, lost property, print timetables etc.
- Deal with student illness/first aid. Contact parents when necessary and arrange collection. Record all details.
- Deliveries: Receive and sign for and all deliveries.
- Carry out departmental photocopying. Fill up all photocopiers in the main office and monitor paper levels throughout the day. Assist with photocopier jams.
- Sort incoming post and deliver to staff areas. Produce postage docket for outgoing mail and deliver to the post office.
- Access SIMS database for student and staff information when required, including timetables, attendance etc.
- Access online calendar for parental/student enquiries.
- Print departmental detentions
- General clerical duties including typing and student filing, photocopying and collating etc.
- Monitor lost property and confiscated items. Return items to students when necessary. Maintain a tidy lost property cupboard and sort named items regularly.
- Take in items from parents and deliver to students when necessary.
- Organise student vaccinations. Distribute timetables to all staff.
- Carry out any other reasonable request by the Office Manager or SLT.
- Remain aware of the demands on the administration team and be willing to assist with tasks when necessary.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person Specification

Receptionist

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Maths 	<ul style="list-style-type: none"> • First Aid qualification
Experience & knowledge	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Experience of undertaking a range of administrative tasks • Experience of a range of IT packages including Microsoft Office and Google Drive. 	<ul style="list-style-type: none"> • School office experience. • Knowledge of SIMS
Personal attributes & skills	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Good organisational skills, ability to deal with changing priorities and meeting tight deadlines • Ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills • Discreet, professional and sensitive 	
Additional requirements	<ul style="list-style-type: none"> • Have high professional standards and expectations • Ability to deal appropriately with confidential information • A commitment to safeguarding and promoting the welfare and development of young people • A commitment to Dane Court's ethos and aims 	

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Monday 17th May at 5pm.**

Interviews will be held on **Friday 21st May.**

To apply please complete the online application form on Kent Teach and submit a covering letter.

We are currently unable to organise pre-application visits but if you would like to discuss the role further please feel free to contact Carolyn Hobbs, Office Manager on 01843 864941.

