



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The role of receptionist is essential to the everyday running of the school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Often be first point of contact for pupil, family and staff queries.
- Support the SLT and Office admin manager with general admin duties.





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Job title: Receptionist

Required: October 2022

Location: Kings' School, Winchester

Salary: Grade B3 £19208.00 FTE (actual £6740.53)

Hours: 14.8 hours Monday & Tuesday, 8:00-16:00 (40 weeks)

We are looking for an experienced and highly competent Receptionist to join our excellent Reception team from October 2022. As part of the reception team you will be the first point of contact for all enquiries and visitors to the school.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: Midday Tuesday, 27 September 2022

Interview Date: TBC





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description – Receptionist

Job purpose, including main duties and responsibilities:

- Manage pupil, parent and external stakeholder enquires.
- Liaise with the Senior Leadership Team regarding missing students.
- Ensure missing students are located in a timely manner.
- General office duties including typing, photocopying as well as administrative tasks for the Senior Leadership Team and Office Manager, as required.
- Operating the school's switchboard in a timely manner, answering all calls and filtering accordingly.
- Take bookings for the school's late bus.
- Print badges for all new and current staff.
- Allocate school lockers and maintain database.
- Greet and register visitors on our automated system (Inventory) ensuring all visitors are signed in and complete relevant forms.
- Receive check and distribute deliveries & post.
- Update and maintain staff telephone list.





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Person Specification

A Qualifications	
Qualified to GCSE level C or above in Maths.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a receptionist and the important part played in assisting with the education of individuals.	A/I/R
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
An understanding of the importance of good practice and reinforcement of good behaviours.	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
Demonstrate initiative in solving problems.	
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference





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Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

www.kings-winchester.hants.sch.uk

