



KINGS'

SCHOOL • WINCHESTER

Job title: Receptionist / Senior Receptionist

Salary: Grade B3 £23058.00 FTE (actual £12137.38)

Hours: 22.2 hours (3 days), 40 weeks (term time only + 3 additional days)

We are looking for an enthusiastic and approachable person to join our excellent Reception Team. You will be the face of the school, welcoming all visitors, pupils, parents and staff. This is a busy and varied role, where no two days are the same.

The receptionists are a part of our wider Admin team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide to our school, their work is essential to the daily operation and management of Kings'.

A day on Reception may involve; welcoming and signing in visitors, parents, and pupils; managing Kings' School phone and email inbox; coordinating incoming and outgoing post and organising the pupil register for the afterschool club's bus.

The successful candidate will be expected to:

- 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.

In return, we can offer you:

- A supportive induction and training program, tailored to you
- Continual opportunities and support – we are passionate about development; we want to invest in you.
- A strong sense of community
- Staff wellbeing at the heart of every decision
- Staff swimming – free staff swim slots at our indoor heated pool
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

Please note, the reception requires cover 8:00-17:00, the reception is operated with two receptionists every day, one working 8:00-16:00 and one 9:00-17:00, therefore applicants should be available to work 8 hours per day, either 8:00-16:00 or 9:00-16:00 three days per week.

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

Closing Date: Midday Friday 1st December 2023

Interview Date: To be confirmed

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Kings' School mission and values

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.

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*. Our school values are to:

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

We are reminded of our vision by our motto, *Una Laborantes*, 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.





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Job Description – Receptionist

Job purpose, including main duties and responsibilities:

- Manage pupil, parent and external stakeholder enquires via phone call, email or in-person enquiry.
- Liaise with the Senior Leadership Team regarding the location of pupils.
- Ensure pupils 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.
- Taking payment and bookings for the school's late bus, maintaining the register.
- Print badges and corridor passes for all new and current staff.
- Allocate school lockers and maintain database, managing and issuing spare keys to pupils.
- Greet and register visitors on our automated system (Inventory) ensuring all visitors are signed in and complete relevant forms.
- Receive check and distribute incoming and outgoing post.
- Update and maintain the staff telephone list.





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

