



THE KING'S SCHOOL  
CHESTER

# Junior School Receptionist & Marketing Administrator Applicant information



Willow  
Lodge

Discovering the *world*



KING'S  
JUNIORS

Igniting *curiosity*



KING'S  
SENIORS

Seizing *opportunity*



KING'S  
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

## About us

### THE KING'S SCHOOL

King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of 1100 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world and leaving it a better place.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 6 years ago with the Junior School being impressively extended a year beforehand. There is a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingley Pastoral Centre and the imminent redevelopment of the sixth form centre. The school retains close links with Chester Cathedral where it holds regular services, including a traditional Service of Nine Lessons and Carols at Christmas.



King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 3-7). There are currently 768 pupils in the Senior School (220 in the Sixth Form), 220 pupils in the Junior School and 114 in the Infants, supported by almost 250 staff (teaching and support).

Further information about the school can be found on our website: [www.kingschester.co.uk](http://www.kingschester.co.uk)

## THE JUNIOR SCHOOL



### **The Curriculum**

There is a 40-period, five-day week and pupils are taught mainly by their form teachers although they meet other staff. There is more specialist teaching in years 5 and 6. A wide range of visits in and out of school enlivens classroom work and brings school work into the context of everyday life.

### **The school community**

Each pupil is seen as an individual who is a valued member of the school family. We aim to understand their needs and each form teacher gets to know their charges well and cares for their wellbeing and progress. Pupils are encouraged to consider the welfare of others as much as their own needs both within the school and outside. Parents are encouraged to be involved in monitoring their children's progress. Parents' evenings are held regularly and there are many opportunities for families to be involved in school life.

### **Fostering spiritual awareness**

Assembly is held four mornings a week and is one expression of the corporate life of the school community. Through assemblies and cathedral services pupils of all religious persuasions can consider spiritual and moral issues that may confront them in everyday life.

### **Culture, leisure and recreation**

There is an extremely lively tradition in music. The orchestra and choir perform regularly and every pupil participates in the annual concerts. Each year there are two drama productions and all pupils are involved. Clubs and activities take place before and after school and during lunchbreak, when there is also plenty of time for play.

### **Sporting opportunities**

The school has extensive playing fields and few primary schools can offer the range of games available. Many competitive sports fixtures take place during the week. Selection for teams is on merit and all pupils can be considered. Every pupil has opportunities to represent the school in sporting fixtures. There is a full inter-house sporting programme for all and competitive and recreational opportunities in football, cricket, swimming, tennis, athletics, cross country, biathlon, rounders, hockey, and netball.

## THE ROLE AND OPPORTUNITY



An exciting opportunity to join our team in the dual role of Receptionist and Marketing Administrator at The King's School. This is a key role within the school and will be primarily based in the Junior School.

The successful candidate will need to be able to prioritise a busy workload and will have a proven track record of working in a busy office or reception environment, with an eye for detail, an organised approach, a friendly and approachable disposition and be dedicated to the needs of the school and, most importantly, the children.

They will be a member of the Reception and Marketing team providing a professional, customer-focused front desk to help deliver customer satisfaction, responsible to the Reception Manager and the Director of Marketing, Communications and Partnerships. The reception team will cover reception duties in all three schools and will move between those receptions as required. This role will predominantly be based in the Junior School.

### RESPONSIBILITIES

- As the first point of contact for the school, to endeavour to answer face-to-face and telephone enquiries from parents, pupils and staff and all visitors with a welcoming, approachable, efficient and courteous manner and to go the "extra mile" to deliver customer satisfaction
- To follow the Schools' registration procedure to provide Pupil Absentee information and manage the fire list
- To aid with the undertaking of whole- school mailings and email distribution
- To provide administrative and systems support to teaching staff and Admissions Manager
- To ensure the front desk area is tidy and business-like at all times
- To assist the Director of Marketing, Communications and Partnerships with administrative marketing tasks, as required
- To answer incoming telephone calls, transfer to the relevant member of staff/department when necessary or take comprehensive messages
- To receive and distribute messages/information in a timely and systematic way

- To comply with the Data Protection Act and GDPR regulations
- To support the maintenance of the school's attendance administration e.g. Registers, Exeats, On-Site/Off-Site information, etc.
- To liaise with academic and support staff to share pupil information e.g. attendance data, sickness, change in personal circumstances
- To distribute all incoming post and ensure that all outgoing post is franked and ready for collection
- To process all database amends to contact details for pupils
- To coordinate the collection and accept delivery of courier/express mail e.g. DHL, Parcel Force
- Booking catering requirements for fixtures
- Monitor children visiting the Rowan Ingley Centre (medical centre)
- To log exam mail during exam weeks (Senior School only)
- To maintain fire lists
- To co-ordinate the buses bookings
- To book taxis for visitors when required
- Any other duties given by the Reception Manager which may be reasonably associated with this post
- Infant and Junior School extra duties:
  - To provide clerical support for academic staff – filing pupil information, word processing certificates, sending and distributing received faxes, photocopying and collating information before distribution to form tutors.
  - To provide PA services for head (Infants only)
  - To manage petty cash
  - To monitor and record children going to for music lessons (Juniors only)
  - Process house point information (Juniors only)
  - Process catering requests
  - First Aid duties (training will be given to administer basic paediatric first aid and to oversee first aid care in the first aid room) (Infants only)



### Person Specification

- Excellent customer service skills
- Good organisational skills
- A calm, professional and approachable manner
- Database and IT skills
- The ability to work independently and as part of a busy team
- Comfortable working in School environment, working with children and adults
- Have high quality inter-personal and communication skills
- Ability to swiftly deal with any issues in a calm manner
- Fantastic organisation and forward planning skills
- Reliable, honest & trustworthy and able to keep highly confidential information secure

## SALARY AND BENEFITS

You will work **32.5 hours** per week **Term time only** + 1 week during Summer Holidays (approx.37 weeks per year).

**Junior School Reception** Monday to Friday - 8am to 1pm  
**Marketing Administrator** Monday & Friday - 1.30pm – 5.15pm (flexible),

In return you will receive:

- A full time equivalent salary of **£18,826** per annum (actual salary **£13,474 per annum**)
- Free staff lunch on the days you work during term time
- Health and wellbeing initiatives
- Employee assistance programmes to support you personally and professionally
- Teachers' Pension Scheme or Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues to enhance your development
- Cycle to work scheme
- Free gym access
- Free swimming pool access
- Free onsite car parking

The role is deemed to be in regulated activity with a high level of contact and responsibility for children on a day-to-day basis.

IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.

## THE PROCESS

Candidates for this post should apply via the TES website by **9am Friday, July 22, 2022** or send completed application forms to [sao@kingschester.co.uk](mailto:sao@kingschester.co.uk)

A curriculum vitae will **not** be accepted in place of the completed application form.

**Final interviews: Wednesday July 27 – please note that interviews may be held before this date.**