



THE KING'S SCHOOL
CHESTER

Junior School Receptionist

(Term time only + 1 week)

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



King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1170 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

We are looking for a friendly, approachable and highly organised **Receptionist** to join our Junior School Reception team on a part-time **(2.5 days), term-time only + 1 week basis**.

The Role

This is a key role at the heart of the **Junior School**, providing a warm and reassuring first point of contact for pupils, parents, colleagues and visitors. The successful candidate will play an important part in creating a welcoming and positive experience for all.

Working closely with pupils daily, the role requires someone who is calm, attentive and enjoys being around children. The Reception area is a busy environment, and the ability to manage frequent interruptions, respond flexibly and keep things running smoothly is essential.

Alongside handling enquiries, calls and day-to-day administration, the Receptionist will support the smooth running of the school office, communicating confidently with families and colleagues and ensuring that information is shared clearly and efficiently.

This is a varied and fast-moving role, well suited to someone who is naturally organised, quick to build relationships, and able to stay composed and approachable even during busy periods.

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Main Responsibilities

- As the first point of contact for the school, to endeavour to answer face-to-face and telephone enquiries from parents, pupils, staff and all visitors in a welcoming, approachable, efficient and courteous manner, and to go the “extra mile” to deliver excellent customer service
- To answer incoming telephone calls, transfer calls to the relevant member of staff/department when necessary, and take comprehensive messages
- To receive, prioritise and distribute messages, emails and information in a timely and systematic way
- To follow registration procedures to provide pupil absentee information and manage daily fire lists
- To support the maintenance of the school’s attendance administration, including registers, on-site/off-site information and going-home arrangements
- To liaise with academic and support staff to share relevant pupil information, including attendance data, sickness and changes in personal circumstances
- To provide administrative and systems support to teaching staff and the Admissions Manager
- To support teachers and pupils with day-to-day administrative and operational requirements where needed
- To coordinate school club arrangements, including setting up clubs and maintaining club registers



- To

organise Parent Evenings and provide associated administrative support

- To coordinate transport bookings and catering/food orders for school fixtures and trips
- To process purchase orders in line with school procedures
- To process all database amendments relating to pupil contact details
- To comply with the Data Protection Act and GDPR regulations
- To distribute all incoming post and ensure that all outgoing post is franked and ready for collection
- To coordinate the collection and acceptance of courier/express mail deliveries (e.g. DHL, Parcel Force)
- To monitor children visiting the Rowan Ingley Centre (medical centre)
- Handling sensitive and confidential information with absolute discretion and integrity

Infant and Junior School Additional Duties

- Infant and Junior School Additional Duties
- To monitor and record children attending music lessons (Juniors only)
- To process house point information (Juniors only)
- To process catering requests.

Person Specification

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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



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You will work **20 hours** per week **Wednesdays 12pm to 4.30pm and Thursday -Friday 8.15am to 4.30pm, Term time only + 1 weeks** (approx.37 weeks per year).

- A full-time equivalent salary of **£25,667** per annum (actual salary **£11,408 per annum**)
- Free staff lunch on the days you work, during term time
- Scottish Widows Group Personal Pension Plan
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym and swimming pool and library (including online resources)
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking



THE PROCESS

Candidates for this post should apply via the TES website or send completed application forms to recruitment@kingschester.co.uk by 9am on Wednesday 3rd June.

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Interviews Tuesday 9th June

The Director of Marketing, Communications & Partnerships, Selena O'Donnell, is available to discuss the role informally with prospective candidates and can be contacted via sao@kingschester.co.uk

The role is deemed to be a regulated activity with a moderate level of contact with children on a day-to-day basis.

This job description does not define in detail all responsibilities, and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.

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.



RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

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Under the Department of Education's Keeping Children Safe in Education (KCSIE) regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete the application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure that you provide all the details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview, you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview, you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary, which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed: criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition, we will check for any prohibitions, sanctions, and restrictions that might prevent candidates from working with children or young people or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years, you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this; however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for an interview will be conducted.