



Prep School Receptionist
Part time job share
2 days per week
Term time plus two additional weeks



Background

Founded in Folkestone in 1886, Kent College is an independent day and boarding school for girls, with a Senior School (ages 11–18) and Preparatory School (ages 3–11) sharing the same site, facilities and some specialist staff. From September 2020 the Prep School, welcomed boys into the Nursery (rising 3's). This will mark the beginning of a gradual transition for the Prep School in becoming fully co-educational by September 2027. The school is one of a group of twelve schools within the Methodist Independent Schools Trust. The school has a resident Chaplain who leads the Christian worship in the school.

Since 1939, Kent College has been located on 75 acres of beautiful countryside in Pembury, near Tunbridge Wells. The school campus comprises an elegant Victorian manor house and purpose-built modern facilities, including boarding houses, a music centre, science building, sports hall and an A level study centre. The school is committed to a continuous programme of development and the resources are excellent. IT provision is first-rate, including the number of interactive white boards, laptops and data projectors. In 2008, a new science wing was opened, providing inspirational science laboratories, and recent boarding refurbishment includes an extension of ICT facilities to individual study areas. The Countess of Wessex Theatre reopened in 2012 following extensive refurbishment and an iconic Library and Arts Centre opened in spring 2013. Our additional Sports Hall was opened in October 2015 and All Weather Pitch in autumn 2016. Planning permission has been obtained for the construction of a new swimming pool and fitness suite.

The Senior School

The current roll in the Senior School is approximately 400 and attracts pupils from all over the world. Entry at eleven and thirteen is by the GL CAT4 test and the school accepts quite a wide range of academic ability, with approximately half of our KS3 intake within the top 25% of the national ability range.

Kent College offers a choice of over 26 GCSE subjects, with group sizes usually between three and eighteen. Most pupils complete 10 GCSEs or IGCSEs, but there is the opportunity to take more or less depending on interest or need. In summer 2019, 62% of GCSE grades awarded were 9–7 and the school's value added, based on predictions at KS3 baseline data, was among the best in the country. Excellence was seen in core subjects such as English, Languages and Science, with 93% of all English grades being 7–9. The school is in a highly competitive area with grammar schools, strong comprehensives and many independent schools locally.

Students are also accepted for entry at 16+ and there are approximately 100 pupils studying for A-level courses. In 2019, at A-level there were 72% A*-B grades and 37% A*-A Grades. We offer around 27 subjects: A-levels in most subjects including PE together with BTECs in PE and Drama. Class sizes at 16+ normally range between three and 12. Scholarships to the Senior School are offered at 11+, 13+, 16+ and means-tested bursaries are available.

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The Prep School

In 1945, a Prep School, 'Aultmore' was opened in the centre of Tunbridge Wells and in 1989; it was moved to the main school site in Pembury into architect-designed purpose built accommodation. The move also enabled the Prep School to benefit from a range of excellent facilities, which now include an indoor heated swimming pool, two sports halls, professional theatre, dining hall and all weather pitch as well as extensive play areas and superb Forest School.

The Prep School is a friendly, caring and happy school with a current roll of approximately 110 pupils aged 3 to 11 (Nursery – Year 6). The majority are day pupils with a small number of boarders. In addition to the core subjects of English, Maths and Science, all of the pupils in Key Stage 2 study Geography, History, Art, DT and RE, ICT Taught from Year 1 upwards. Specialist teachers in Music, French, Drama, PE and Swimming work with pupils throughout the school and Mandarin is now also taught in Year 6. Class sizes in KS1 and KS2 are normally a maximum of 18. Each year, a number of pupils apply for and are awarded scholarships to the Senior School.

From September 2020, we welcomed boys into the Nursery (rising 3's). This will mark the beginning of a gradual transition for the Prep School in becoming fully co-educational by September 2027.

Extra-curricular Activities (ECAs)

Kent College places a strong emphasis on extra-curricular activities and has a flexible and innovative lunchtime and evening programme of prep and activity sessions. Boarders can choose when they do their prep and day girls choose whether to do homework at home or at school. All girls participate in extra-curricular activities and are encouraged to plan the use of their time so that they follow a balanced programme of academic work and extra-curricular activities. The pastoral care in the school is very strong and all staff are highly involved in PSHCE and general pastoral matters. All teaching staff are required to be involved in at least one ECA and most do more than this, as both subject and general ECA are available.

Inspection

The school underwent a full integrated inspection by the Independent Schools Inspectorate in December 2015 and was found to be excellent in all areas. A compliance Inspection was carried out in January 2019, the inspection was a great success and the findings affirm the excellent quality of education and care that we provide here at Kent College. The reports together with other information about Kent College can be found on our website at www.kent-college.co.uk



Kent College Pembury is a happy and thriving school, offering a broad education aimed at developing character, inter-personal skills and all-round wellbeing. This is reflected particularly in our Growth Mindset, and Sport and Wellbeing programmes. It is hoped therefore staff joining the school would share the same sense of openness and enthusiasm that we aim to cultivate in our students.

Benefits

Kent College Pembury employs over 200 people in both academic and support staff positions. The school excels in adding value both academically and pastorally and the highly skilled, dedicated and passionate staff are the driving force behind this.

We are delighted to welcome applications from candidates who share our core values and who are able to contribute to our continued future success. We recruit staff of the highest calibre who will inspire, support and challenge the pupils, and fellow colleagues, to achieve their full potential.

We believe in rewarding our staff and offer a complete range of employee benefits including:

- Reduced school fees on permanent roles (Rec-U6 Pupils)
- Meals whilst at school during term time working hours
- Reimbursement for eye tests
- On-site Flu Vaccinations
- Employee Assistance Programme for Staff Wellbeing
- Free on-site parking
- On-going professional training and development
- Use of fitness suite (at allocated times)





The Post

We are seeking to appoint a part time receptionist with enthusiasm and flexibility, who will be responsible for receiving visitors, dealing with day-to-day enquiries, including telephone calls, and general duties in the main school office.

This post covers essential school administration in conjunction with the school office team. It requires the very highest standards of customer service at all times with the ability to deal with external visitors as well as staff at all levels. Highly accurate administration skills are essential.

The successful candidate will demonstrate;

- Strong interpersonal skills
- Strong Numeracy and IT skills
- Proof Reading skills
- Attention to detail
- The ability to work to deadlines
- Proactivity and adaptability

Core duties include;

- Reception and signing in of visitors to the school, with responsibility for door. Notification of arrival to staff involved and provision of tea/coffee where applicable.
- Answering the telephone, re-directing calls and taking messages, including messages on answer-phone and email.
- Distribution of daily post, including special deliveries, and newspapers.
- Dealing with daily registers, recording absences and late arrivals.
- Collection of appropriate attendance and absence records from the staff room when fire alarm sounds and taking information to Assembly Point.
- Maintaining school calendar and updates to website.
- Dealing with routine enquiries from parents and pupils, and referral of sick pupils to School Nursing Sister.
- Maintenance of pupil allergy sheets and appropriate distribution and notification thereof.
- Liaison with the Parents' Association and providing administrative assistance.
- Monitoring and maintaining stock in the admin stationery cupboard.
- Cooperating and assisting with other administration staff in respect of office filing, photocopying and risographing, if required.
- In cooperation with other admin staff, the maintenance of Office Procedures File, and Emergency Evacuation Book.
- Updating of records on new pupils.
- Liaison with Transport co-ordinator in respect of pupils using school transport.
- General tidying of promotional material, flower arrangements etc in reception and the entrance foyer.
- Keeping file of risk assessment and other information on trips out of school.



Working hours

Thursday and Friday, Term time plus two additional weeks. Working hours will be 8.00–14.30

Salary

The salary will be discussed at interview and will be dependent on previous experience, but is likely to be in the range of £18,000–£21,000 per annum this rate will be prorated. There is an optional contributory pension scheme available to all non-teaching staff.

Application process

The completed application form, including the names and addresses of two referees, cv and a letter of application should be sent to Bursar, Mrs Angela Jenkins, Kent College, Old Church Road, Pembury, Tunbridge Wells, Kent TN2 4AX by letter, fax (01892 820221) or email (hr@kentcollege.kent.sch.uk)

Closing date: Monday 29 November 2021 by Midday

Candidates are encouraged to apply well before the deadline. We reserve the right to interview candidates before the closing date.

References will be taken up prior to interview. One of the referees should normally be the applicant's current or most recent employer. The post requires the highest level of clearance through the Disclosure and Barring Service (DBS).

Kent College is committed to safeguarding and promoting the welfare of children. Appointees must be prepared to undergo child protection screening Child Protection and welfare are taken very seriously at Kent College, with guidelines on confidentiality and staff-pupil relationship procedures well-publicised to staff.

All gaps of employment are to be accounted for and rigorously investigated. Referees are contacted to ensure the validity of the reference. Testimonials are not acceptable in place of confidential references.

