



Evening  
Receptionist  
January 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Telephone: (01482) 342229 Fax: (01482) 346817  
Email: [info@kelvinhall.net](mailto:info@kelvinhall.net) Twitter: @kelvinhall\_hull [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of evening receptionist at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations as we continue our period of growth.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and ethos, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children and you have the leadership strength and experience to lead in this area, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, Christopher Leng**; [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Leng'.

Christopher Leng  
Headteacher







## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls in the secondary Trust.



# Senior Leadership Team



**Trust School  
Development  
Lead (Secondary)**

**Mr Cavanagh**

## Headteacher



**Mr Leng**  
Headteacher

## Deputy Headteachers



**Mrs Grandidge**  
Deputy Headteacher & DSL

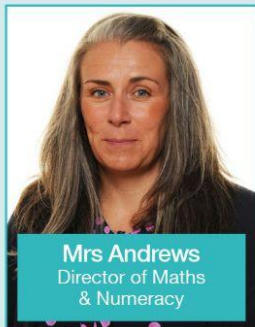


**Mrs Piercy**  
Deputy Headteacher



**Mr Shaw**  
Deputy Headteacher

## Assistant Headteachers



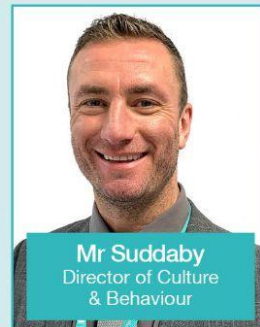
**Mrs Andrews**  
Director of Maths  
& Numeracy



**Ms Dawes**  
Director of Performing,  
Creating & Computing



**Mrs Graham**  
Director of  
Inclusion and SEN



**Mr Suddaby**  
Director of Culture  
& Behaviour



**Mrs Keddy**  
Senior Director of  
Teaching & Learning



**Miss Mills**  
Director of English  
& Literacy



**Mrs Hilton**  
Director of Humanities  
& MFL



**Miss Sansam**  
Director of Science  
& Technology





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



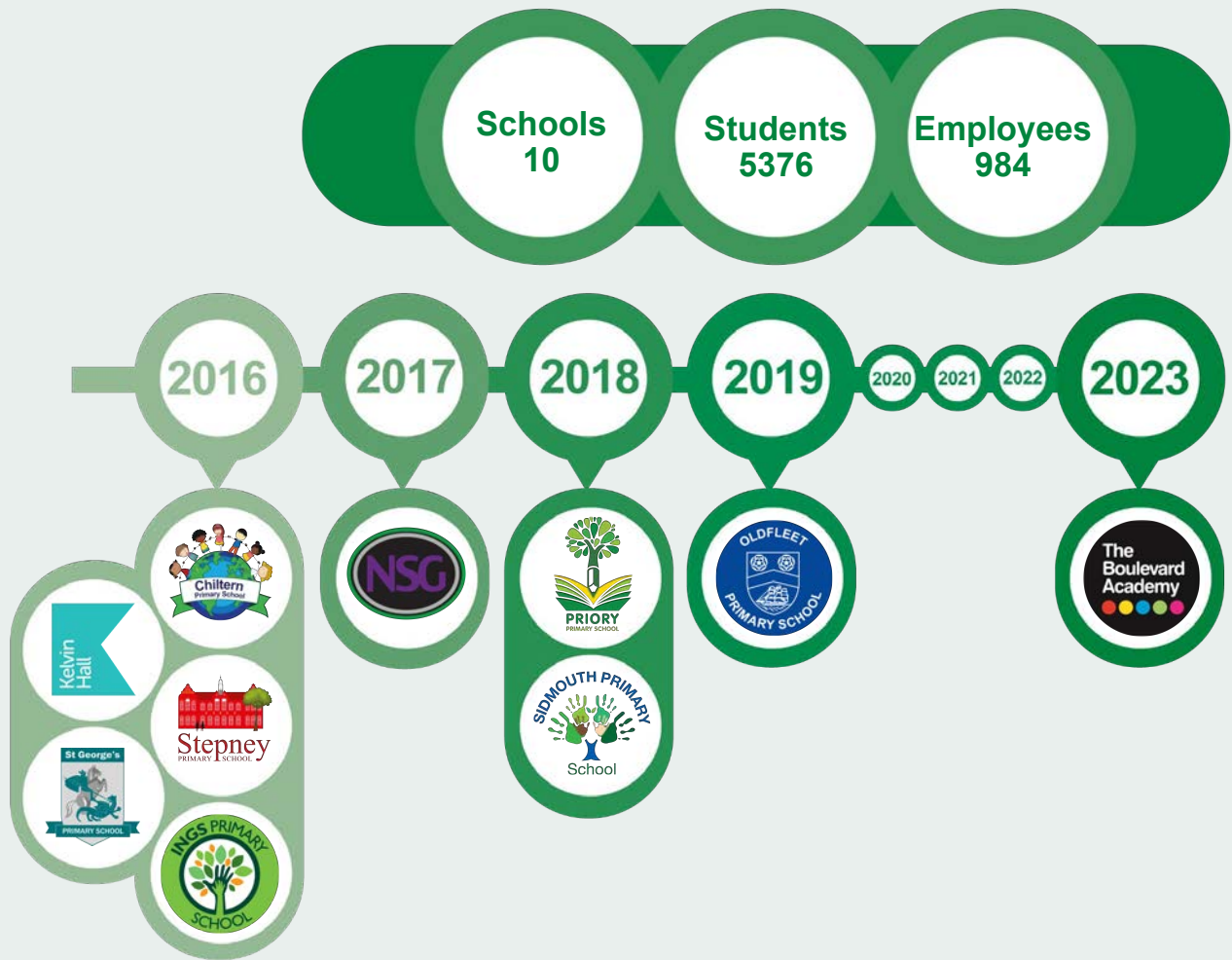
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...



## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Evening Receptionist**  
**Grade 3, Scp 3 - 5 £9,483 to £9,784 (actual salary)**  
**17 hours per week, term time only plus 5 training days. Monday to Thursday 4.00pm to 8.15pm**  
**Permanent**  
**To start as soon as possible**

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools.

We are a successful 11-16 mixed comprehensive school with approximately 1640 students on role. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a successful school academically.

Required as soon as possible, an evening receptionist to provide cover after normal school hours, receiving visitors and creating a positive and welcoming image of the school whilst maintaining a register of all visitors and monitoring their movement. The role largely involves supporting our school lettings facilities, including dealing with face-to-face and telephone enquiries and taking bookings. You will also provide general administration support including photocopying/laminating, filing, data entry and contacting parents with regard to events such as year group progress evenings.

The successful candidate will be required to undertake First Aid training.

**Closing date: Monday 20th January 2025, 12 noon.**

**Shortlisting/Interviews: Week Commencing Monday 27th January 2025**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School 01482 342229 to arrange this.

**Please note, that we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to them; therefore, it is a 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act—1974 and the amendments to the Exceptions Order 1975, 2013, and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. The Trust is committed to further developing a culture of respect, where discrimination is not tolerated, individuals are treated equitably and fairly, and feel a sense of belonging.

Please visit [the Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school

# Job Description

<b>Post Title</b>	Evening receptionist
<b>Grade</b>	3
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	Trust Finance Manager

## Purpose of Role

Provide reception cover after normal school hours, receiving visitors and creating a positive and welcoming image of the school whilst maintaining a register of all visitors and monitoring their movement. Provide general administrative support to the school in particular with the administration of school lettings facilities.

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To undertake reception duties, signing in visitors and answering general telephone and face-to-face enquiries after the main reception has closed at the end of the school day.
3. To undertake routine administration of school lettings and other uses of school premises and give general advice regarding booking of facilities including completing standard forms and responding to routine correspondence as required via letter or email.
4. Ensure any cash/cheque given in relation to school lettings is stored securely and a receipt issued before informing the Finance Officer.
5. To support school functions and parent evenings including greeting parents/carers and serving refreshments.
6. To provide general administration support, e.g., photocopying/laminating, filing, data entry, and contacting parents regarding events such as year group progress evenings.
7. Support with uniform evenings including the selling of school uniforms.
8. To work as part of the Business Administration Team within the School, promoting a team ethos and having a collective approach to school work.
9. Undertake training relevant to the post including safeguarding, first aid and defibrillator training.
10. Awareness of confidentiality and the General Data Protection Regulations (GDPR).
11. Any other duties of a similar nature and level of responsibility as requested by the Trust Finance Manager, Headteacher or Deputy Headteacher.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.



<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	NVQ level 2 or equivalent or experience in Business Administration or willingness to work toward	✓		AF, CQ
	Grade 4 or above (or equivalent) in English and Maths	✓		
	First Aid Qualification		✓	AF, CQ
<b>Relevant Experience</b>	Experience of working in a reception/customer-facing environment	✓		AF, I
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I
	The ability to work independently and use initiative			AF, I
	Basic IT skills, including the use of Excel, Google Documents, email	✓		AF, CQ
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Excellent communication skills	✓		AF, I
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.			AF, I, CQ
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred List check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

# How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

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**Interview Date: Week Commencing 27th January 2025**