



Receptionist & Administrative Assistant Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply to support me in leading our school, you will be committed to working to high standards and will ensure these are replicated. Moreover, you will be joining a committed team of staff who make it their business to provide students with the very best opportunities and environment to be successful. The Office administrative team is a crucial focal point of the school offering a friendly, supportive and extremely busy yet fulfilling working environment.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with the Office Manager, Annette Williams, atwilliams@campden.school. Alternatively, please contact the school by telephone on (01386) 840216. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for these positions, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 5th October 2026**.



I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton'.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school.
- Access to a beautiful property at below market rent situated a short distance from our school (subject to availability/waiting list)
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, fitness suite and swimming pool (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to our Employee Assistance Programme (EAP); that provides free, confidential, confidential counselling services and advice for employees, available 24 hours a day.



- Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.
- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- Support in completing relevant external leadership development programmes.
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Receptionist and Administrative Assistant
Reporting to:	Office Manager > Professional Support Services Lead/Principal's PA
Grade:	3 (points 5 - 6)
Contract:	Permanent, 38 weeks per year (term time) plus 10 days to be worked flexibly
Pattern of Work:	35 hours between the hours of 8.15am – 3.45pm 5 days per week Monday to Friday

Job Purpose:

- To provide a friendly, welcoming and efficient front of house service and complete routine administrative tasks when required

Main Duties:

- To communicate with courtesy and clarity to all staff, students, parents, visitors, outside agencies and the wider community, answering general telephone and face to face enquiries
- To receive all incoming telephone calls, forwarding and taking messages appropriately and efficiently
- To answer general enquiries from students, parents, visitors and colleagues and direct as required
- To receive and sign in visitors to the school, ensuring they are accompanied and visitor badges are worn where required, following safeguarding procedures and policy
- To receive and communicate emergency alerts when necessary
- To receive, record, sign for and distribute post and deliveries to colleagues
- To maintain stock of franking supplies
- To distribute school photographs to families
- To ensure the reception area, reception desk, meeting room and displays are kept current, ensuring tidiness at all times
- To be responsible for the management and distribution of lost property
- To maintain records of distributing and returned school ties and uniform supplies including emails home
- To support the administration of student litter picking
- To support with updating student records via the MIS, Arbor, as required
- To support the Office Administrator with the monitoring of school office email address and communications
- To support the Office Manager and Professional Support Services Lead/Principals PA with administration, as required
- Deputise for absent colleagues within the office and attendance office
- To assist with the administration of mobile phone confiscations
- To cover first aid as and when required

- Any additional duties that may be required within the role

Other:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- Provide general administrative cover and support for any office or school functions as required
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- The share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Good general education/GCSE Maths and English or equivalent, or proven competence.	E	A
First Aid qualification (or willingness to train)	E	A
Administrative/business/office-based certification	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Demonstrate an understanding of the need to maintain sensitivity and confidentiality	E	I
Excellent working knowledge and practice in Microsoft Office packages	E	A/I
Good organisational skills, able to co-ordinate a variety of tasks/communications/meetings and organise own workload	E	A/I
Ability to work under pressure, remaining calm and flexible	E	A/I
The ability to build good professional relationships with parents/carers, students, staff and members of the public	E	A/I
Customer service experience	D	A/I
Experience of working in a school environment	D	A
Experience of using Arbor in a school setting	D	A
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
A confident communicator	E	I/R
Excellent telephone manner	E	A/I
Well presented	E	I
Genuine enthusiasm and the ability to work well within a wider staff team	E	A/I/R
Someone who is: - Willing to work outside of normal hours if required - Flexible and adaptable to changing circumstances	E	I

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| • Enthusiastic, approachable and team spirited | | |
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