



# KINGSBURY HIGH SCHOOL

*spectemur agendo*



## RECEPTIONIST

Candidate Information Pack

**NOVEMBER 2023**

## About Kingsbury High School

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KHS is a large 12 form entry 11-18 split site school with a vibrant learning environment with a strong community ethos. We are situated in an Inner London location, but with an out of London feel; the site is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students.



Alex Thomas (Headteacher)

Kingsbury High School has many strengths and a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by the School motto, *spectemur agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to respect themselves, others and the environment.

Our students gain excellent examination results in both GCSE and across the Sixth Form. In our most recent inspection Ofsted again rated the school as “good”. Equally, the school is very proud of the way it has achieved these outcomes and the rounded education it offers to its students. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and the Village (special) School.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

For further information, details about our school and other events at KHS, please visit our website: [www.kingsburyhigh.org.uk](http://www.kingsburyhigh.org.uk)

# Our Ethos and Values: The Kingsbury Way



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

## Our Staff Benefits

Free On-site Parking	Weekly Staff Treats	Cycle-to-work Scheme	Staff Tea / Coffee
Local Government Pension Scheme	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development



# Job Description

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**Reports to:** HR and Health & Safety Officer

**Salary Scale:** Support Staff Pay Scale 4 Point 7-11 £22,369—£24,054

**Contract:** Permanent/Full Time/Term Time Only

**Deadline for Applications:** Friday 24th November 2023

**Proposed Start Date:** Immediate Start

## MAIN PURPOSE OF JOB

KHS are seeking a committed and enthusiastic Receptionist to join our vibrant school. This person will provide a school reception service, both by telephone and in person To contribute to the overall ethos, work and aims of the school.

## DUTIES AND RESPONSIBILITIES

Responsibility for the initial reception of visitors to the School / contact with staff:

- Perform reception duties in an efficient, professional and courteous manner.
- Issue visitor lanyards and ensure all persons are signed in/out, in accordance with safeguarding procedures
- Ensure there is effective communication cross-site and between both sites of the School and the community.
- Interpret and respond clearly and effectively to spoken requests over the phone or in person and to verbal or written instructions.
- Establish and maintain effective working relationships with colleagues, managers and parents.
- Respond to students' enquiries in a professional and helpful manner.

Responsible for the smooth operation of School communications:

- Answer a high volume of calls and maintain a rapid response rate according to agreed standards.
- Respond, signpost or forward emails to various departments from the reception shared mailbox.
- Log information on calls received, where required and maintain detailed and accurate records.
- Produce and maintain accurate telephone lists.
- Produce/maintain and update changes of the whole school calendar.
- Manage room booking requests for both upper and lower school sites.

## School Post

- Responsible for opening and distributing mail and delivery of goods and services to the Upper School including secure storage and distribution.
- The maintenance of accurate and up to date postage records, franking mail and preparing post for daily collection. Occasional delivery of post to the local post office.
- Mailing application forms, School Prospectus and Newsletter to relevant parties.

## Job Description—Continued

### General Duties

- Maintain and order stationery supplies for the School Administration departments.
- Produce holiday working /telephone cover rota for holidays.
- Maintain Fire Drill records and files.
- Maintain the school 'Pupils out of lessons' electronic diary and maintain the lists on the electronic diary of students on school trips

Supporting the HR team with administration of staff records on SIMS and other relevant tracking spreadsheets:

*The role holder is responsible for the secure and confidential management of all relevant data as per the General Data Protection Regulations, and Brent/KHS Data Protection Policy.*

- Update the relevant records with incoming Accident Report Forms
- Update the relevant records with incoming Self-Certification Forms
- Update the relevant records with incoming Leave of Absence Forms
- Ensure that SIMS is always up to date and accurately reflective of other tracking documents.

### **GENERAL RESPONSIBILITIES (Common to all Support Staff job Descriptions)**

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development, activities and programmes, and attend and participate in meetings as required.
- Assist with first-aid for students and staff, including looking after sick students and liaising with parents and staff.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Undertake these duties within agreed school objectives, policies and procedures and promote the Schools Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

Notes: This Job Description is subject to amendment and will be reviewed from time to time and modified in the light of the post-holder's career development and changing needs of the School.      October 2023

# Person Specification

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## Knowledge, Skills and Abilities

- Excellent communication skills written and verbal
- Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff
- Computer literature of computer-based office systems, e.g. Emails (outlook and gmail), Microsoft Office programs (word, excel, powerpoint), Internet, SIMS
- Ability to work with due regard to confidentiality, data protections and safeguarding at all times.
- Ability to work affectively with students from diverse cultural and social backgrounds
- Ability to follow set procedures and use own initiative in a busy environment
- Good skills of empathy, listening, communication and responding with appropriate language to build rapport with young people and parents
- Ability to work under pressure against changing priorities and competing demands
- Understanding of when to consult, make decisions and defer to others
- Ability to be flexible, adaptable and have a positive attitude to working in a structured environment
- Ability to work well as a team member and motivate people

## Equal Opportunities & Safeguarding

- A clear understanding of current social and educational issues, developments and their likely impact on teaching and learning
- A commitment to, and understanding of, safeguarding and promoting the welfare of our students
- A commitment to Equal Opportunities and an understanding of the implications of working in a fully inclusive school

## Other

- Good educational qualifications - GCSE Grade A\*-C, or equivalent, in English and Mathematics
- Able to operate within the Conditions of Service summarised in the 'Application Form Guidelines' document (which can be found on the Staff Vacancies page of [www.kingsburyhigh.org.uk](http://www.kingsburyhigh.org.uk))

# Safeguarding / Safer Recruitment

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Kingsbury High School is committed to the safeguarding of children All employees are expected to comply with our School Child Protection and Safeguarding Policy.

## Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at [khsvacancies@kingsburyhigh.org.uk](mailto:khsvacancies@kingsburyhigh.org.uk)

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

## Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

## High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

## DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act,1974)

## Advert Close

All vacancies close at midnight unless otherwise stated.

# How To Apply

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To apply for this role directly, we ask that you complete the following documents:

- KHS Application Form—Support Staff
- KHS Self Declaration Form
- KHS Equal Opportunities Monitoring Form

**Please send the completed documents with the job role you are applying for in the subject line of the email to:**

**[khsvacancies@kingsburyhigh.org.uk](mailto:khsvacancies@kingsburyhigh.org.uk)**

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your request, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: [khsvacancies@kingsburyhigh.org.uk](mailto:khsvacancies@kingsburyhigh.org.uk)

Phone: 0208 206 3000



