



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Receptionist

Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Receptionist

Required from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltontschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The Bursary is located in the Adam Gatehouse and the staff consists of: The Chief Operating Officer, Deputy Bursar, Chief Operating Officer's EA, Project Accountant, Payroll & Pensions Officer, School Fees Officer, Accounts Payable Officer, School Porter, Security and two Receptionists.

The Role

The Receptionist is an important and integral part of our organisation. The Receptionist is among other things our "front of house" and the initial impression of our School will be gained from this first contact whether it is on the telephone or on a face to face basis.

We seek to appoint a person of initiative and professional appearance with an excellent telephone manner and the ability to relate to all visitors including, pupils, parents and staff. The office is busy and only persons who are flexible, have a sense of humour and are committed to hard work will enjoy this

role. A working knowledge of MS office is essential as you will be expected to provide administration support to the Bursary team. Previous experience of a similar role is desirable.

Main Duties

Receptionist/Telephonist:

- Dealing with visitors to the Bursary Reception.
- Checking ID and issuing lanyards to visitors to site in accordance with the School's visitors calendar, raising manual lanyards when required, and ensuring return of lanyards at the end of the day.
- Checking DBS forms and recording on Engage.
- Answering all incoming telephone calls, dealing with enquiries or routing to correct departments.
- Operating scanner.
- Signing in and out contractors to site and issuing of appropriate high viz jackets.
- Following the ambulance and the fire alarm procedures and notifying the necessary people/departments.

Reprographics:

- Photocopying/binding/laminating for teaching staff, Prep School, Bursary and others, and emailing individuals when jobs are ready.

Clerical:

- Costing of laminating and binding to departments on a spreadsheet.
- Costing of use of minibuses to departments.
- Logging postal costs/charging details on a spreadsheet.
- Issuing bus passes/breakfast and supper passes and entering on Engage daybooks.
- Printing off/keeping check of minibus schedule, signing out and signing back in of minibus keys and fuel cards.
- Signing out of School mobile phones, and keeping charged up.
- Assisting with the annual stationery order for all departments and dealing with any post-delivery queries.
- Ordering stationery for the Bursary.
- Booking photocopier engineers and ordering consumables as and when needed for the Bursary photocopiers and the photocopier in the Queen Katharine Building (QKB).
- Various Engage Software activities.
- Other clerical duties as requested.
- Filing and data input.
- Administration support for the Bursary team.
- Using 2-way radios when necessary.

Miscellaneous:

- Post and mailing including franking.
- E-mailing pupils regarding lost items handed in to the Bursary Reception or items parents have dropped off for them.
- Contacting coach company for lost property.
- Phoning parents from time to time at the end of the school day for example if pupils have missed buses, parents haven't arrived for pick up or pupils haven't turned up for homework club (this is usually in September for 1st Form pupils).
- Assisting in locating pupils after school for parents from clubs/sports etc with the help of the Security team/Caretakers.
- Dealing with confidential items to be signed for.
- Printing material via the computer.

- Responsible for locking up Bursary areas at end of the day.
- Various other tasks as required by the COO and Bursary Staff.

General:

- To adhere to all relevant Health and Safety legislation policies and procedures, compliance with the School's Code of Conduct and Safeguarding and Child Protection policy.
- Any other duties that may be reasonably required from time to time.

Person Specification

Criteria	Essential	Desirable
Qualifications	• GCSE level grade C/Level 4 or higher in Maths and English (or relevant equivalent).	
Skills and Experience	• Experience in working in a busy administrative role. • Computer literate with experience of data handling and IT systems (Microsoft applications). • Strong administration skills and the ability to maintain good records. • Experience of handling large amounts of administration and managing competing demands. • Excellent communication skills, particularly in dealing with parents, staff, pupils and other visitors. • Understand and respect sensitivity of information and ensure all data is protected. • Understand the importance of safeguarding within a school setting.	• Experience of working in a receptionist role.
Personal Qualities	• Strong interpersonal skills with a welcoming and engaging manner. • Has a can-do attitude. • Ability to demonstrate patience, flexibility and a sense of humour.	

Terms and Conditions

Reporting to: The Deputy Bursar

Accountable to: Chief Operating Officer

Hours of Work: 12:45 to 18:00 Monday to Friday term time
 12:45 to 17:00 Monday to Friday outside of term time (14 days)
 08:30 to 13:30 Monday to Friday outside of term time (6 days)
 08:30 to 12:15 Saturdays during term time (2 Saturdays - timesheeted)

The Receptionists work in term time, and a few days before term starts, and a few days after the end of each term and selected days during half terms.

Remuneration:	£13.25 per hour. Actual pay £14,518 (FTE £25,838)
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Wednesday 21st October at 10am**. Any late submissions will not be accepted.

Interviews will take place week commencing **26th October**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies