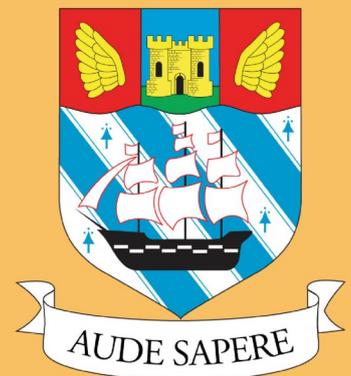


TORQUAY GIRLS' GRAMMAR SCHOOL



RECRUITMENT PACK

ROLE : RECEPTIONIST

WELCOME

from the Headteacher



Thank you for your interest in joining the team at Torquay Girls' Grammar School.

Torquay Girls' Grammar School is a girls' 11 to 16 selective Single Academy Trust, with a mixed Sixth Form (16 to 18), located in Torquay, Devon. Our status as a Single Academy Trust means that we have the freedom to implement a curriculum intent which focusses on the whole child:

To equip students for a future in which they have the academic qualifications, character skills and self-esteem to make decisions that lead to long, happy and content lives.

Our school is founded on our core values which apply to our whole community:

Equality; open minded; kindness; collaboration; and well-being.

Our academic results are consistently high - in the 2025 Sunday Times Schools Guide, we ranked 3rd in Devon and 99th nationally for academic results - which is true testament to the continued dedication from both our students and staff.

As Headteacher, I am confident that upon a visit to the school, you will agree that this is a truly special place for pupils to receive their education. When Ofsted visited in November 2023, our hard work was recognised by achieving 'Outstanding' in every category of the Ofsted Framework. This is no mean feat, and we are incredibly proud of this achievement.

Torquay Girls' Grammar School is a place where students want to learn and there is a deeply engrained sense of belonging and identity to the school's history, values and traditions. Staff and pupils fully embrace our House Culture and the opportunities for extra curricular activities and trips.

If you are starting your professional career or are coming with a wealth of experience, you will be joining a school which values every individual within our school community, evident from 99% of staff saying that they enjoy and are proud to work at our school (July 2025).

Please don't hesitate to get in touch, we would love to hear from you!

Sarah Forster

Headteacher



**Pupils are encouraged to become the
'history makers' of the future**

(Ofsted Report, November 2023)

HELLO...

from our Head Girl Team



Here at TGGs, in both the lower school and Sixth Form, we all feel incredibly lucky to be a part of such an inclusive, caring school community, created with both staff and students' involvement. Our school values of kindness, equality, well-being, open-mindedness and collaboration allow us to grow not only academically, but also individually, alongside our peers, to prepare us to lead successful and happy future lives.

For over 100 years, TGGs has inspired us to have confidence in ourselves and our abilities, as demonstrated by our school motto "Aude Sapere" (which translates to "dare to be wise"). We, as students, feel the benefit of the positive, enriching environment that our school has cultivated, not only in our engaging lessons but also in our wide range of extracurricular opportunities. Students are able to make the most of the countless activities put on at our school, ranging from our sports fixtures to performing arts groups. As a school, we also pride ourselves on our fundraising work, such as our Charity Week and the annual sponsored walk to raise money for our sister school Imprezza Academy, in Kenya. Meanwhile, more academic opportunities include University visits, and the Extended Project Qualification, which are both hugely useful in guiding us as we consider the options in the future.

Our Sixth Form prides itself on its rich variety of leadership roles and opportunities including Subject Ambassadors, Heads of Houses and Mentors. Together, these positions cultivate a collaborative community, which not only enriches the school as a whole but also encourages its students to prosper in the rewarding challenges these positions entail. Opportunities like these help to develop a Sixth Form which paves the way for each student to grow and supports them with the tools they need for any future they aspire to, whilst maintaining the school's core values of equality and kindness at its centre. Being a part of our Sixth Form means being part of a community which is inclusive, compassionate, excellent, and takes pride in each of its members.

We hope that this short introduction has given you a feel for what our school is truly about, and has encouraged you to become a part of it. If you 'dare to be' our new Receptionist then we look forward to meeting you!

TGGs Head Girl Team

WHY JOIN US?



THE ROLE

An exciting opportunity has arisen to join our team as Receptionist!

The successful candidate will be responsible for maintaining a professional and welcoming reception area, undertaking reception duties such as welcoming visitors, managing post, receiving deliveries and handling telephone enquiries. The role will also involve a range of administrative, secretarial and organisational tasks, liaising with staff across the school and supporting the operational running of the school. As well as working individually, you will work as part of the admin team and the wider school team.

We are looking for someone with previous administrative experience and a desire to work in a busy school environment. We are looking for someone who is motivated and efficient to ensure tasks are completed on time to a high standard.

CONTINUING PROFESSIONAL DEVELOPMENT

At Torquay Girls' Grammar School, all staff have access to a wide range of Continued Professional Development (CPD).

You will have formal opportunities to discuss your personal development goals with your line manager throughout the year. Furthermore, we have a generous budget which has supported individual CPD requests from staff across the school. Staff have completed a range of qualifications including Masters and National Professional Qualifications (NPQs). Alongside this, our INSET programme has included visits to other schools and research informed practice sessions led by staff, for staff, focussed on teaching and learning. All staff also have access to a wide range of online courses through National College.



WORKING AT TGGGS



Being part of the 'TGGGS family' is special in many ways. Whatever role you play within the school community, there is so much that makes TGGGS a great place to work.

Our school is situated on a great site with fantastic facilities including our lecture theatre, Sports Hall, and a fully kitted gym suite which staff can access. Across the year, there are also opportunities to join staff only clubs including yoga and badminton; staff walks on Dartmoor and our annual sponsored walk which raises £1000s for charity - a great way to keep fit and socialise with colleagues!

Sports Day, Christmas Events, the House Shout and the Lip Sync Battle are some of the highly anticipated dates in the calendar, and staff also have the opportunity to be part of our extra-curricular offer by going on a range of trips.

Our Parents and Teachers Association (PTA) organises events for both staff and students, with our Quiz Night always proving a big success. Whether you would like to be part of the PTA or simply come along to the events for some fun, it is a great way to get involved with fundraising for the school.

As a new member of staff, you will receive a full induction to the school which continues beyond your first week, to help you to be as successful in your role as possible. As a school, staff have access to a range of benefits from day one, including a good pension, the Cycle to Work scheme, and access to an Employee Assistance Programme, alongside supportive policies.

The wellbeing of our staff is paramount and we are always improving what we can offer. We regularly seek staff views, listen and take action to ensure staff feel as supported and valued as possible. We have recently introduced an annual 'Wellbeing Day' which staff have shared has a positive impact on their own wellbeing.

Our staff are incredibly dedicated to our students, but are also incredibly supportive towards one another. As well as your immediate department or team, you will get to know staff across the school who each bring something unique to our school community. In recent exit interviews, 100% of staff said that they would recommend TGGGS as a place to work.



TORBAY AND BEYOND



We are extremely lucky to be located within such a wonderful part of the world, and part of a superb community. Our school is situated in Torquay and part of the wider Torbay area which is also home to the coastal towns of Paignton and Brixham. Torbay has so much to offer including beautiful harbours, popular tourist attractions, and plenty of choice when it comes to fish & chips or an ice cream! Although located in Torquay, many staff and pupils commute from far and wide including Exeter, Plymouth, East Devon, and even Cornwall, using the excellent transport links available, as well as car sharing.

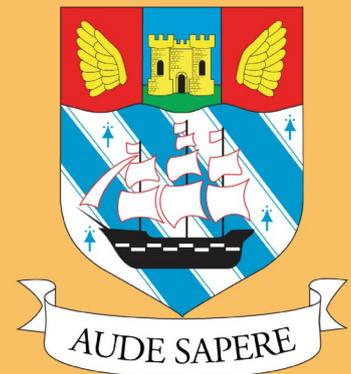


Our school is only a 30 minute walk to the closest beach, and driving distance to so many other stunning beaches and coastal towns including Dartmouth and Salcombe. As well as access to renowned coastlines within the English Riviera and the South Hams, Torquay also provides easy access to Dartmoor where there are endless walks and quaint villages to visit. We are also fortunate to be nearby North Devon where you can enjoy the wilderness of Exmoor; and Cornwall with plentiful sandy beaches.

Not only are we fortunate to be close to so many outdoor playgrounds, access to larger towns and cities is also incredibly easy. Exeter and Plymouth are our two closest cities which provide a range of facilities including shops, restaurants, bars and activities, as well as a variety of cultural, musical and sporting events. You can even hop on a train to get to Bristol in less than 1.5 hours, and London in 2.5 hours.

We are probably a bit biased because it's our home, but we are sure that you would love it as much as we do!





Thank you for your interest in our school.

if you would like to get in touch about working at
Torquay Girls' Grammar School, please contact
admin@tggsacademy.org.

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