



MONK'S WALK
SCHOOL

CANDIDATE INFORMATION PACK



RECEPTIONIST - JOB SHARE, 2
DAYS PER WEEK

SEPTEMBER 2026

EXCELLENCE FOR ALL



MONK'S WALK
SCHOOL

THIS POST

We are seeking to appoint an enthusiastic, highly efficient Receptionist to join our Administration Department. This position is being offered as a job share for two days per week. The working days will be Monday and Tuesday 8.00am - 4.00pm.

You will be the first point of contact for the children, parents, staff, trustees, contractors and visitors to the school so will need to be able to communicate effectively in a warm and professional manner at all times.

Closing date for applications: noon on Friday 8 May 2026.

KEY FACTS ABOUT MONK'S WALK

ALL ABILITY

For students aged 11-18 of all abilities.
Over 1400 students

POPULAR & OVERSUBSCRIBED

STRONG ETHOS

Inclusive ethos with focus on mutual respect and good behaviour. We aim for our students to be co-operative, courteous and kind.

ACADEMICALLY SUCCESSFUL

Well above average
Attainment 8 score

BROAD CURRICULUM

24 courses at KS4 and
26 at KS5, including
all three sciences

BROAD EXTRA-CURRICULAR PROGRAMME

A wide programme of activities, trips and visits and enrichment activities

POPULAR SIXTH FORM

259 in the sixth form and a member of the Welwyn Hatfield consortium.

STRONG FOCUS ON WELLBEING

For both staff and students.
93% of staff say they enjoy working at MWS (Staff Survey July 2025)

STRONG FOCUS ON STAFF DEVELOPMENT

We are committed to staff development including Initial Teacher and Early Career Framework training.

ABOUT OUR SCHOOL



Our vision as a school is to provide 'Excellence for all' in every aspect of our provision and is underpinned by high expectations and our Monk's Character Habits. This combined with a continued focus on ensuring that we work effectively together as a school community means that our young people leave Monk's Walk with a strong sense of belonging and the skills and qualities needed to succeed in life.

The wellbeing of every member of our school community is of utmost importance, and we work hard to ensure that staff are well supported, that we take every opportunity to make workload manageable and that ultimately people enjoy coming to work each day.

Students benefit from a broad curriculum which promotes and celebrates the arts as well as ensuring excellent outcomes in STEM areas. We have a full orchestra (as well as other musical groups), thriving Art, Music, PE and Sport and an outstanding Drama department. Members of other departments involve themselves in extra-curricular activities in Music, Sport and Drama, supporting the many concerts and shows that we put on each year.

The diverse range of destination and career pathways is testament to the experience we provide for our students. If you visit the school take the time to have a look at our destinations board in our reception

Our teaching and learning approach is firmly evidence informed. Staff engage with current research and collaborative professional development to ensure classroom practice continually improves. This research led culture enables teachers to refine their craft and deliver consistently high quality learning for every student. To further support staff development, we subscribe to the National College CPD hub.

We are committed to supporting all staff with career progression aspirations and provide in house opportunities such as our aspiring middle leader programme, middle leadership coaching and an associate assistant headteacher

programme. Staff are also encouraged to engage with external providers offering training and qualifications such as NPQs and subject specific associations.

Our pastoral system is an integral part of daily school life with Form tutors and Heads of Years working together to support the social, personal and academic development of all our students. The House system is used to bring students from different year groups together, providing a range of all-ability competitions and activities for mixed age groups.

Our parents are extremely supportive and parental confidence in the school is high; there were 625 applications for 236 places in Year 7 for September 2026, with 245 of those as first preference. Each year we hear appeals for students wishing to join the school.

Behaviour in lessons and around school is very good and our students want to learn. Students understand the behaviour system and appreciate that staff try to apply it consistently and fairly.

The school is ideally located with good transport links, and it is easy to get here by road or rail with direct rail links to London in less than 30 minutes. We're situated in a greenbelt area, and students benefit from being able to access large areas of outdoor space.

We have excellent outdoor sports facilities including a floodlit astroturf, an indoor swimming pool and the DfE have just agreed funding for a new sports hall for the school which will open in September 2027.



THE ADMINISTRATION TEAM

The administration team is effective, with a wealth of experience, knowledge and expertise.

The team is hard working and always looking at ways of improving the service provided to students, staff and parents. It is a friendly, cohesive group that believes that teamwork is the key to succeeding as a department. The successful candidate would also carry out the many and varied duties as would be expected in a popular and thriving secondary school office.

EXCELLENT PROGRESS AND OUTCOMES

GCSE exam results in 2025 were very good. 52% of students gained the strong basics (grade 5+ in both English and Maths) and 72% standard basics (grade 4+ in English and Maths). Our attainment 8 was 50.7. All well above national.

Students of all abilities did better than would have been expected, given their starting points. Disadvantaged students made the progress that would have been expected given their starting points - unlike in most other schools in Hertfordshire where it is often well below.

In terms of progress, disadvantaged and SEND students do better in the school than they do nationally and we pride ourselves on the fact that Monk's Walk is an inclusive school. The school has about 259 in the sixth form and this is the largest sixth form the school has ever had. We are also a member of a consortium with four other schools which provides a wide range of opportunities for students.

Monk's Walk has the largest sixth form of the five schools and currently we have 82 guest students in Year 12 and 61 in Year 13.

A Level results in 2025 were also very good, with average point score per academic grade equivalent to a B. In 2025, almost all students who applied made it to their first or second choice university, high quality apprenticeship or employment.

SAFEGUARDING

Safeguarding at Monk's Walk takes precedence over any other activity in the school. It's vitally important to us that students feel safe in school so they can learn and thrive. As part of the recruitment process, we will ask about safeguarding students. References will be sought and an enhanced criminal records check will be undertaken for this position. Please note, it is an offence to apply for a role where the applicant is barred from engaging in regulated activity relevant to children.



JOB DESCRIPTION

Post Title: Receptionist

Job Detail: Permanent, Job Share, 2 days per week (Monday & Tuesday)

Job Grade: H3

Responsible to: Laraine Griffiths, Administration Manager

Job Purpose

- To provide a friendly and helpful reception to all callers and visitors
- To liaise with the Cover Manager regarding day-to-day supply cover
- To monitor our student receptionists
- To process incoming and outgoing mail
- To provide first aid support as part of team
- To maintain postal records
- To assist with hospitality
- To monitor electronic registration and follow up accordingly
- To support the School community with administration tasks

Key Processes

- Reception duties
- Operate the School switchboard and deal with callers
- Administration and support services required by the School community
- Other administrative tasks or duties as required by the Administration Manager

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.

PERSON SPECIFICATION

1. Educational Qualifications

- Minimum GCSE grade A-C in English and Maths
- Relevant CPD Training Courses
- First Aid at Work (training will be given)

2. Professional Experience

- Experience of working in a school or similar organisation
- Minimum 2 years' experience working as a Receptionist
- Working as part of a team
- Experience of being a First Aider

3. Professional Knowledge and Understanding

- Effective practise and approaches to administration
- Ability to use ICT (Microsoft Office is essential)
- Able to communicate both orally and in writing
- Able to prioritise

4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is committed to the Administration Department
- Has a good telephone manner
- Has the ability to reassure customers and direct queries effectively
- Is reliable, well organised and committed to high standards
- Is co-operative, flexible and responsible
- Is sympathetic to the needs of the school community
- Is patient, optimistic and has a fantastic sense of humour
- Is punctual, with a smart appearance
- Is able to maintain confidentiality

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

HOW TO APPLY

I really hope the information we have provided makes you want to apply to join us. If you would like to talk about the post in a bit more detail or visit the school before applying, please contact Laraine Griffiths, Administration Manager. Her e-mail address is: LGriffiths@monkswalk.herts.sch.uk.

Please apply, via the My New Term website. You should also include a letter of application. In your letter of application, please explain how you demonstrate that you fulfil the requirements of points 2 and 3 on the person specification (page 7 in this pack).

The deadline for us to receive your application is noon on Friday 8 May 2026.

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

We will shortlist for this post and then we will contact shortlisted candidates by telephone or e-mail to invite them for interview. We will ask referees of shortlisted candidates to complete our reference form.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we will conduct online searches on all shortlisted candidates in order to identify any incidents or concerns which are publicly available online. By signing and submitting your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

We look forward to hearing from you.

Matt Grinyer

Headteacher
April 2026

