



THE
KINGSLEY
SCHOOL

Information for Applicants

Front of House (Health and Welfare with LRC Support)

To start As soon as possible



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 3 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our exciting partnership with 8BillionIdeas alongside our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

At the Kingsley School, everyone contributes to our positive and vibrant community – and we understand exactly how much every single member of staff brings to this. That's why, if you have the skills and experience as a Front of House and Administration professional and you want to work in an environment where everything you do helps to build the confidence and skills of our young people, we want to hear from you.

The successful candidate will be a friendly, organised and proactive professional with excellent communication and administrative skills. They will thrive in a busy environment, provide outstanding customer service, maintain high levels of accuracy and confidentiality, and enjoy building positive relationships with pupils, parents, staff and visitors.

Hours of Work

39 hours per week working Monday, Tuesday, Thursday, Friday from 08:30 to 17:30 and Wednesday 09:30 to 17:30

Weeks per year

37.4 weeks per year

Pay Banding

£24,454 per annum, full time equivalent

£21,712 per annum, actual pay

Location

The Kingsley School, Leamington Campus

Start Date

September 2026

Reporting Lines

The post holder will report to the Executive Assistant and Operations Manager.



Job Description

The Foundation considers this document a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Reception

- Carry out all general reception duties as requested by SLT/ Line Manager, ensuring messages are passed on promptly and efficiently.
- Be the interface with all external enquiries and deal with all visitors and requests and messages with the highest possible standard of courtesy and service, either face to face, by phone or electronically.
- Carry out safeguarding checks on visitors as appropriate and issue them with the correct visitor badge.
- Ensure that the reception and office area is always tidy and ensure publicity material is on display.

Administration support

- Carry out all general administration duties and letters and announcement as requested by SLT / Line Manager.
- Receiving from school staff communication whether letters or announcements, and sending these through the school communication system, to parents/ carers etc once they have been formatted correctly and have been approved.
- Liaise with the sites team regarding the prompt distribution of deliveries.
- Keep lists of phones handed in and out and sanctions for signing in late etc.
- Distribute promptly internal post, frank external post and post, as necessary.
- Sign and log exam papers for the Exams Officer.

Wider school support

- Oversee the school email inbox and forward on and/or action email as appropriate.

Health & Welfare

- Maintain and update MIS systems (e.g. iSAMS) with pupil welfare, medical and pastoral data
- Manage pupil data collection and ensure records remain accurate and up to date
- Record and report welfare incidents or concerns appropriately
- Collection and management of consent forms.
- Immunisation programme administration.



Job Description

- Updating allergy information and medical conditions.
- Creating and maintaining Individual Healthcare Plans.
- Maintaining medication records including controlled medication administration records.
- Parent communication relating to healthcare matters.
- Liaison with healthcare professionals where required.
- Coordination of medical information for educational visits.

Printing

- Support with general school printing e.g. for internal examinations etc.

Learning Resource Centre (LRC)

- To be a presence in the LRC during lunch and when appropriate
- To provide cover in the LRC from 16:00 to 17:30, including managing sign-out of pupils using the after school provision.
- To provide cover during staff absences.
- To organise LRC resources as appropriate
- To coordinate co-curricular activity related to student engagement with the library and reading
- Oversight and behavioural management of students using the LRC.

School evacuation procedures

- Carry out fire duties.

First aid

- First aid to pupils and staff where necessary.
- Maintaining first aid records and communication to parents where necessary

Events

- To attend all promotional and marketing events such as open days and taster days as required, including those at the weekend.



Job Description

- **Additional duties**

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 11 - £24,454 full time, £21,712 pro-rated.

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview.

The Application Form

Candidates should complete the Application form

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on g.mcllwraith@warwickschools.co.uk



Appointment Timetable

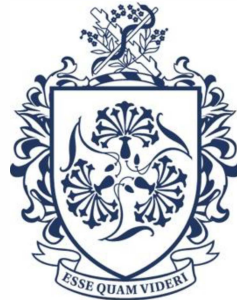
Deadline for submission

Closing date: **12 noon on Monday 21st September 2026**

Interview date: **To be confirmed**



Benefits for Staff



THE
KINGSLEY
SCHOOL



Staff Fee
remission at
The Kingsley
School



Lunch and
refreshments
provided during
the working
day



A virtual
GP and Physio
service



Access to a
wide range of
retail discounts



Salary sacrifice
schemes



A strong,
supportive staff
community



Employee
Assistance
Programme



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field.	- Degree level or equivalent experience. - First Aid qualification (or willingness to train) - Relevant administrative or customer service qualification - Training in safeguarding and/or data protection	- Contents of the Application Form - Copies of qualifications
Experience	- Detailed knowledge of ICT applications including advanced expertise in Microsoft Office, email systems. - Experience working in a busy administrative or customer-facing environment - Experience handling a high volume of enquiries (telephone, face-to-face, and electronic) - Experience of providing high-quality customer service - Experience of working with children and young people	- Experience of event management - Experience working with ICT database systems - Experience working in a school or educational setting - Experience using Management Information Systems (e.g. iSAMS or similar) - Experience supporting events or internal operations - Experience handling confidential or sensitive information	- Contents of the Application Form - Interview - Professional references



	Essential	Desirable	Method of assessment
Skills	• Excellent verbal and written communication skills, with the ability to interact professionally with parents, pupils, staff and external visitors • Strong organisational skills with the ability to prioritise and manage multiple tasks • High level of accuracy and attention to detail • Good IT skills, including use of email systems and databases • Ability to work independently and as part of a team • Understanding of the importance of confidentiality and data protection • Ability to work independently, using own initiative. • Ability to produce detailed reports and present complex information in an accessible way for stakeholders. • Ability to work under pressure using time management and organizational skills to ensure adherence to tight deadlines. • Ability to interpret varying situations and solve problems on a day-to-day basis. • Ability to work collaboratively and lead on training as required.	• Knowledge of school administrative systems and processes • Understanding of safeguarding responsibilities within a school environment • Experience managing shared inboxes or communication systems	• Contents of the Application Form • Interview • Professional references



	Essential	Desirable	Method of assessment
Skills	• Ability to adapt to new systems and deliver training. • Excellent communication skills and interpersonal skills. • Ability to make professional recommendations.		
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Commitment to own professional development. • Commitment to collaboration, where appropriate, with other schools in the Foundation. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Ability to listen and work in a team. • Strong customer service focus. • Ability to support school events, including occasional evenings and weekends	• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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