



West Kirby Grammar School

Receptionist & Administrator

December 2024

£ 20,634 actual salary (Term Time only 36 hours per week)

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Receptionist & Administrator

December 2024



Receptionist & Administrator

7.2 hours per day, term-time only – Band C, SCP 4-5, Permanent. (Actual salary £20,634)

Working hours – 8:00am to 4:00pm

We are seeking to appoint an enthusiastic and capable Receptionist who will also deputise for the Attendance Officer and manage the recording of student attendance when needed. This role is part of the School Office team, with responsibilities supporting the wider functions of the team.

Prior experience in a similar role is desirable but not essential. The successful candidate must be willing to complete a three-day First Aid at Work qualification, which will be funded by the school.

West Kirby Grammar School is a very successful selective girls' school with boys admitted into the Sixth Form. There are nearly 1200 students on roll. GCSE & A Level results are outstanding.

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449.

How to Apply

Complete the application form online and submit a letter, no longer than two pages, explaining why you wish to join our School Office Team and outlining the skills and experience you can bring to the role.

Closing date: Friday 10th January 2025 at 9:00am

Interviews: Week beginning 13th January 2025

Job Description

Receptionist & Administrator

December 2024



Job title: Receptionist & Administrator

Reporting to: Office Manager

Grade: TTO SCP 4 - Band C (SCP 4 – 5)

Salary: £20,634 actual salary

Hours: 7.2 hours per day Term Time only – working hours 8:00am to 4:00pm

Key Role/Function:

To play a vital role in supporting the Front Office and Administration Team, including taking on responsibilities in the absence of the Attendance Officer. The role also involves providing first aid to students and completing administrative tasks as directed by the Office Manager.

Specific Duties

Reception Duties

- Efficiently manage telephone calls and reception tasks, addressing queries and directing calls appropriately.
- Monitor students' arrivals and departures, ensuring compliance with safeguarding procedures.
- Respond to student requests, including collecting reply slips and addressing queries about lost property.
- Respond to First Aid situations and provide care for unwell students.
- Ensure visitors comply with safeguarding procedures and policies.

Administrative Duties

- Complete specified administrative tasks as directed by the Office Manager, ensuring accuracy and attention to detail.
- Assist with general administrative tasks, such as preparing letters, typing minutes and preparing materials for distribution to visitors, parents and students.
- Ensure accurate administration for UCAS applications as directed.
- Provide support to other administrative staff within the school as required.
- Develop proficiency with relevant aspects of the Arbor system (training provided).

First Aid Duties

- Complete a three-day First Aid at Work qualification (funded by the school).
- Provide prompt and effective First Aid to students, staff and visitors when required.
- Maintain accurate records of all First Aid incidents.
- Assist with managing First Aid supplies to ensure adequate stock.

Attendance Support

- Deputise for the Attendance Officer in their absence.
- Ensure accurate and up-to-date completion of all registers, accounting for unexplained absences.

- Collate, maintain and update attendance data in line with the Attendance Policy.
- Print official registers and track attendance during emergencies (e.g., fire drills).
- Send out attendance-related letters and maintain accurate sign-in/out systems.
- Monitor and process absence forms.
- Input timely information into the system regarding exams, trips, events and absences.

Record-Keeping and Reporting

- Compile, maintain, and file all required reports, records, and documents.
- Ensure compliance with confidentiality, data protection, safeguarding and other relevant policies.
- Maintain proficiency with the school's administrative system (Arbor).

Other Duties

- Provide support to teachers and students by attending school trips as a responsible adult when required.
- Attend safeguarding training and report any concerns promptly.
- Participate in regular skills training and personal development opportunities.
- Handle sensitive and confidential student issues with discretion.

Compliance and Development

- Stay informed about developments in relevant Management Information Systems (MIS) and attend training sessions.
- Adhere to all school policies and procedures, including those related to confidentiality, data protection and safeguarding.
- Undertake additional duties as reasonably assigned by the Headteacher.

Performance Management

The post holder will be subject to performance management objectives, which will be agreed upon and reviewed annually.

Person Specification

Receptionist & Administrator

December 2024



Job title: Receptionist & Administrator

Reporting to: Office Manager

Grade: TTO SCP 4 - Band C (SCP 4 – 5)

Salary: £20,634 actual salary

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This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential **D: Desirable**

1. Qualifications

- Good general education (E)
- GCSE or Advanced Level qualifications (D)
- First Aid qualifications (D)

2. Experience

- Work in a school office, reception or similar environment (E)
- Experience of working as part of a team (E)
- Proven clerical administrative experience (E)
- Experience using Arbor or a similar student MIS system (D)

3. Knowledge

- Excellent communication skills (E)
- Good organisational skills (E)
- Good ICT skills (E)
- A thorough and meticulous approach (E)
- Ability to prioritise, take initiative and be flexible (D)

4. Special Requirements

- Ability to work as a team member (E)
- Ability to maintain confidentiality (E)
- Professional approach to conduct and attendance (E)
- Enhanced DBS clearance and DBS checks (E)
- Excellent references (E)
- Relevant First Aid experience (D)

Staff Wellbeing

Receptionist & Administrator
December 2024



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



West Kirby
Grammar School



office@wks.net



www.wks.org



0151 632 3449