



Kendrick School Support Staff Application Pack

Receptionist for February 2020

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Letter from Ms Kattirtzi, Headteacher, Kendrick School

Dear Applicant

Thank you for your interest in the role of Receptionist at Kendrick School.

Kendrick School is an 11-18 selective girls' school with academy status. Kendrick has an impressive record of the highest academic standards and achievements and is acknowledged as being one of the very best state schools in the country; it is a centre of excellence for girls' education and an outstanding school. Year on year Kendrick has been acknowledged for being in the top 5% of schools in the country in terms of progress of students between KS2 and KS4, using the Progress 8 measure.

Kendrick is a forward looking school and grasps the opportunities that present themselves. A love of learning is at the heart of Kendrick with a strong emphasis on high quality teaching. The curriculum is organised to meet the needs of all students and is regularly reviewed. All staff are hardworking and dedicated to the school; teaching staff are specialists and experts in their field and are committed to achieving the best for their students. Students are bright, enthusiastic and curious and have a love of learning.

As an outstanding school, Kendrick seeks to work with other schools and organisations and to this end we have excellent relationships with secondary and primary schools within the local area and beyond. Kendrick actively pursues partnerships with educational establishments, as well as with local businesses. These associations benefit the students of Kendrick and also enable us to share the good practice and opportunities we have with other schools and students in Reading. Currently Kendrick leads the Science Leadership Partnership in the South East of England and provides support and expertise to schools in the teaching of Science. Kendrick is also part of the Reading Teaching School alliance with Churchend Primary School.

As well as the formal curriculum, students at Kendrick enjoy a rich and varied extracurricular education. The House System provides opportunities for healthy competition with numerous annual house events which are key activities in the school year. Many of the House events are coordinated by the Head Girl Team and House Captains who work energetically with staff to support this vital community aspect of the school. School Council is an active student leadership group which discusses and drives change for the students.

Underpinning all that goes on at Kendrick is the superb Kendrick community spirit and the Kendrick Pledge.. There are excellent relationships between staff and students; staff give generously of their time and are rewarded by the commitment and dedication of the students. This unique school community is supported by an expert governing body and an active parents' association, the Kendrick Parents' Society. Any day at Kendrick is busy, fun and enjoyable!

As the Headteacher of Kendrick, my vision is to **lead, inspire and make a difference to the lives of girls and young women**. I believe passionately in girls' education and know that Kendrick School affords its students the very best education there is. My commitment to the school is to safeguard the core values on which the school is based, extend the excellence of the school and always grasp opportunities to secure its future.

I look forward to receiving your application.

Ms Christine Kattirtzi
Headteacher

Safeguarding at Kendrick School

At Kendrick we believe that every student has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a student being physically or psychologically damaged.

As a consequence:

- We accept that all staff are an integral part of the student safeguarding process
- We accept totally that safeguarding students is an appropriate responsibility for all staff and the Governing body and wholly compatible with pedagogic responsibilities
- We recognise that safeguarding children in this school is a responsibility for all staff including volunteers and the governing body
- Will ensure that all staff in the school are aware of the possibility that a student is at risk of suffering harm, and know how to report concerns or suspicions
- Will designate a senior member of staff, the Headteacher, who is responsible for coordinating action within the school and liaising with other agencies
- Will safeguard the welfare of children whilst in the school and take positive measures to address bullying
- Will share our concerns with others who need to know and assist in any referral process
- All staff are given training every three years (training took place September 2014)
- New staff receive training within one month of joining Kendrick

Safer Recruitment Policy

The Headteacher and Governors of Kendrick School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Kendrick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the 'Safeguarding Children: Safe Recruitment and Selection' (2009) and the school's Child Protection Policy and the Keeping Children Safe in Education Guidance (2016).

We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about students likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our students aims to help keep students safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

Individuals who have lived or worked outside the UK

Section 114 of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools and

colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

At Kendrick School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for more than 3 months since the age of 18. In addition, every new starter is checked on the NCTL Teacher Services system for the following:

- Teachers who have failed induction or probation
- General Teaching Council for England (GTCE) sanctions
- Teachers and others prohibited from the profession
- Teachers sanctioned in other EEA member states

Example of Reference Request

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. **These will be requested by Kendrick School.** Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview. For more information on references please see the Application Form Guidelines section.

Support Staff Reference Request Form

Reference for:	Job Title:
Name of Referee:	
Name of company/organisation:	
Capacity in which the candidate is known to you:	
How long have you known the candidate:	
Dates of employment (if applicable):	
Reason for leaving:	
Was the candidate subject to any formal form of performance management/disciplinary action within the last 12 months?	Yes/No
If yes, please give further details:	

Would you employ the candidate again?	Yes/No
If no, please give further details:	

Please rate your experience of the candidate's performance/experience in the following areas:

Criteria	Poor	Good	Excellent	Unable to comment
Verbal and written communication skills				
Organisational skills				
IT knowledge and ability				
Ability to work in a team				

Ability to work under pressure				
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Did you find the applicant to be honest and trustworthy	Yes/No
Did you find the candidate to be reliable in carrying out her/his duties?	Yes/No
Was the applicant's time-keeping acceptable?	Yes/No
Does the candidate have any health concerns/disability relevant to the post?	Yes/No
If yes, please give further details:	

WORKING WITH CHILDREN

Are you completely satisfied that the applicant is suitable to work with children? If you are not satisfied, what are your concerns and the reasons why you think the applicant might not be suitable?	YES/NO
Have there been any concerns about the applicant's behaviour or professional conduct towards children or young people? If so please provide details, including the outcome of those concerns and how the matter was resolved.	YES/NO
Have there been any allegations or concerns expressed about the applicant during his or her employment that relate to the safety and welfare of children and young people? If so please provide details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved.	YES/NO
Has the applicant been subject to any disciplinary procedures where the disciplinary sanction is still current or has expired? If so please provide details	YES/NO

Do you think that the applicant would be a suitable person to undertake this post	Yes/No
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Please provide any additional comments here.

Signed: Position: Date:

Thank you for providing this information.

Please return this form marked 'Personal' to Amanda Emberson by:

Fax: 0118 9015858

Email: aemberson@kendrick.reading.sch.uk

By post Kendrick School, London Road, Reading, RG1 5BN

How to apply

- Please complete the application form using the guidance notes below. **CVs will not be accepted as a method of application.**
- Please also complete the Declaration of Convictions form. Applications cannot be considered without a completed form.
- Send both completed forms to aemberson@kendrick.reading.sch.uk or by post to Amanda Emberson, Kendrick School, London Road, Reading, RG1 5BN by the closing date.
- Receipt of application will be acknowledged by email.
- We will only contact you again if you are shortlisted for interview.

Guidance notes on completing the application form

Personal Details

Please enter your personal details fully so we may contact you about your application

Right to work in the UK: In accordance with the Asylum and Immigration Act 1996, the successful applicant will be required to provide documentary evidence of legal entitlement to live and work in the United Kingdom.

References

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview

Education/Qualifications/Training

Please complete this section as fully as possible and continue on a separate sheet if more space is required. We will require evidence of your higher and/or relevant qualification and may check your qualifications with the relevant awarding body.

Previous Employment/Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work and periods away from work such as raising a family. **It is vital that you ensure all dates are provided and no gaps in activity are left unaccounted for.**

Skills, Abilities, Knowledge and Experience

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application.

Disclosure of a Criminal Record

IMPORTANT

A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service (DBS) after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of “spent” convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the accompanying Guidance Notes. Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

Obtaining police checks for period lived outside the UK

If you have **lived outside the United Kingdom (UK) for a period of more than 6 months within the last 5 years** you will be required to provide a police check from that country to cover that period.

If you are ineligible for a police check in the country you lived in outside the United Kingdom (for example because you were under the age required for police checks in that country, or because you are not a national of that country), or if you are unable to obtain a police check from an overseas country for other reasons, we may accept references from previous places of study or employment in that country. If this applies to you please contact us for further guidance.

Further information regarding obtaining a police check from other countries is available via the [Gov.uk website](#) for guidance on criminal record checks for overseas applicants.

Please bear in mind that some overseas countries will charge for a police check. Information for the different countries and fees involved can be found at the above link. Kendrick School will reimburse up to £50 in total for obtaining these checks.

Filtering of Cautions and Convictions

This section provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a Data and Barring Service (DBS) Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules

For those 18 or over at the time of the offence:

- An adult conviction will be removed from a DBS Certificate if:
 - 11 years have elapsed since the date of conviction; and
 - it is the person's only offence; and
 - it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences (see Exceptions to the Rules). If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

- For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.
- For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.
- Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Advertisement

8.00am to 3.00pm Monday & Tuesday

13 hours per week term time only, plus 13 hours in the summer holidays

8.00am to 3.00pm Monday & Tuesday

Actual Salary £5,475pa (full time equivalent £18,426 pa)

Kendrick School is a very successful 11-18 girls' grammar school in the centre of Reading and our expansion makes this an exciting time to be joining the school.

Required for February 2020, a Receptionist with a professional manner and excellent verbal, written and interpersonal skills. The successful candidate must be able to demonstrate competent IT skills, be proactive and well organised. This is a busy customer facing role and the ability to stay calm and professional under pressure and be able to multi-task is a necessity.

As a valued member of staff, your role involves being responsible for the smooth and efficient running of the school's busy main reception area, including effectively dealing with students and visitors and answering telephone queries. Many queries are regarding admission into the school and the successful candidate would be expected to answer these in a knowledgeable and competent manner. Full training will be given in this area.

An application form and a job description can be downloaded from the school website or obtained by contacting Ms Amanda Emberson at the school. CVs cannot be accepted as a method of application.

Closing date: 27th January 2020

Interviews: week commencing 3rd February 2020

Kendrick School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. Kendrick School is an Equal Opportunity employer

Kendrick School



JOB DESCRIPTION

Job Title:	RECEPTIONIST
Reports to:	Administration Manager/Admissions Officer
Employment Status:	Permanent
Hours of Work:	Monday and Tuesday - 8am to 3.00pm Term Time only, plus 13 hours in the summer holidays and INSET days as required
Job Purpose:	To be responsible for the smooth and efficient running of the school's main reception area

Key Accountabilities

- Responsible for the smooth and efficient running of the school's reception area, creating a professional image at all times including:
 - The efficient operation of the school's switchboard.
 - Greeting and signing in of visitors, ensuring that only appropriate visitors have access to the school
 - Dealing with student queries including signing in and out and biometric information
 - Effectively answering general telephone queries including admissions
 - Maintaining the reception area in a tidy condition
- Sorting the post on a daily basis
- Updating the school website with news and information
- Supporting the school lettings including taking bookings, and liaising with leisure attendants and hirers.

Person Specification

An enhanced DBS clearance is an essential requirement

	Selection Criteria		Evidence
	Essential	Desirable	
Education and Qualifications	<ul style="list-style-type: none">• Educated to at least GCSE Grade C standard or equivalent in English and Mathematics• Willingness to undertake induction training• Willingness to undertake in on-going training• Willingness to gain first aid certificate	First Aid Certificate	Application Form
Experience	<ul style="list-style-type: none">• Experience of working in a busy reception area/office environment• High level of competence using the internet, word processing and databases	<ul style="list-style-type: none">• Experience of working in a school or similar establishment• Working knowledge of SIMS software package	Application Form Interview References

Skills and Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals and visitors/callers • Ability to build and form good relationships with students and colleagues • Very good ICT skills • Ability to work constructively as part of a team, understanding school roles and responsibilities • Ability to effectively operate a range of ICT equipment and other resources • Good standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information 	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation 	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> • A professional appearance and attitude • Able to follow direction from Line Manager • Ability to show initiative and work under pressure • Able to work flexibly to support others and respond to unplanned situations • Able to appropriately deal with confidential information • Efficient and meticulous in organisation • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the school's ethos, aims and its whole community 		Application Form Interview References