



# KINGS'

SCHOOL · WINCHESTER

## Temporary Receptionist

Fixed term 1<sup>st</sup> September – 19<sup>th</sup> December 2026

Grade C1 £25,186 FTE (actual £ 15,408)

30.18 hours, 39 weeks - 4 days per week

Monday & Tuesday 8am - 4pm, Wednesday & Friday 8:45am - 4:30pm

We are looking for an enthusiastic and approachable person to join our excellent Reception Team. You will be the face of the school, welcoming all visitors, pupils, parents and staff. This is a busy and varied role, where no two days are the same.

The receptionists work alongside our wider Admin team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

A day on Reception may involve; welcoming and signing in visitors, parents, and pupils; managing Kings' School phone and email inbox; coordinating incoming and outgoing post and organising the pupil register for the afterschool club's bus.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Often be first point of contact for pupil, family and staff queries.
- Support the SLT and Office admin manager with general admin duties.

### Why Kings'?

Kings' is an exciting and rewarding place to be. Our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all firmly believing that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly, welcoming team – you join our Kings' family, who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park on site, in a secure, accessible car park, equipped with EV charging spaces
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Employee Assistance Programme – 24/7/365 phone advice and counselling.
- Newly refurbished free staff gym and swimming sessions.

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).





# KINGS'

## SCHOOL • WINCHESTER

### How to apply

Download and complete an application [form](#), then email a copy to [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk) by the stated closing date. Please note, we can only accept CVs with an accompanying application form and we are not able to support with sponsorship for this role.

*We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.*

### Job Description – Receptionist

#### Job purpose, including main duties and responsibilities:

- Manage pupil, parent and external stakeholder enquires via phone call, email or in-person enquiry.
- Liaise with the Senior Leadership Team regarding the location of pupils.
- Ensure pupils are located in a timely manner.
- General office duties including typing, photocopying as well as administrative tasks for the Senior Leadership Team and Office Manager, as required.
- Operating the school's switchboard in a timely manner, answering all calls and filtering accordingly.
- Taking payment and bookings for the school's late bus, maintaining the register.
- Print badges and corridor passes for all new and current staff.
- Allocate school lockers and maintain database, managing and issuing spare keys to pupils.
- Greet and register visitors on our automated system (Inventory) ensuring all visitors are signed in and complete relevant forms.
- Receive check and distribute incoming and outgoing post.
- Update and maintain the staff telephone list.
- Coordinate and manage meeting room bookings
- Receive and organise uniform deliveries
- Provide basic first-aid support when required (full training provided)





# KINGS'

## SCHOOL • WINCHESTER

### Person Specification

<b>A Qualifications</b>	
Qualified to GCSE level C or above in Maths.	A/I
<b>B Knowledge and Experience</b>	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a receptionist and the important part played in assisting with the education of individuals.	A/I/R
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
An understanding of the importance of good practice and reinforcement of good behaviours.	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
<b>C Personal Qualities</b>	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
Demonstrate initiative in solving problems.	
<b>D Confidential Reference</b>	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

