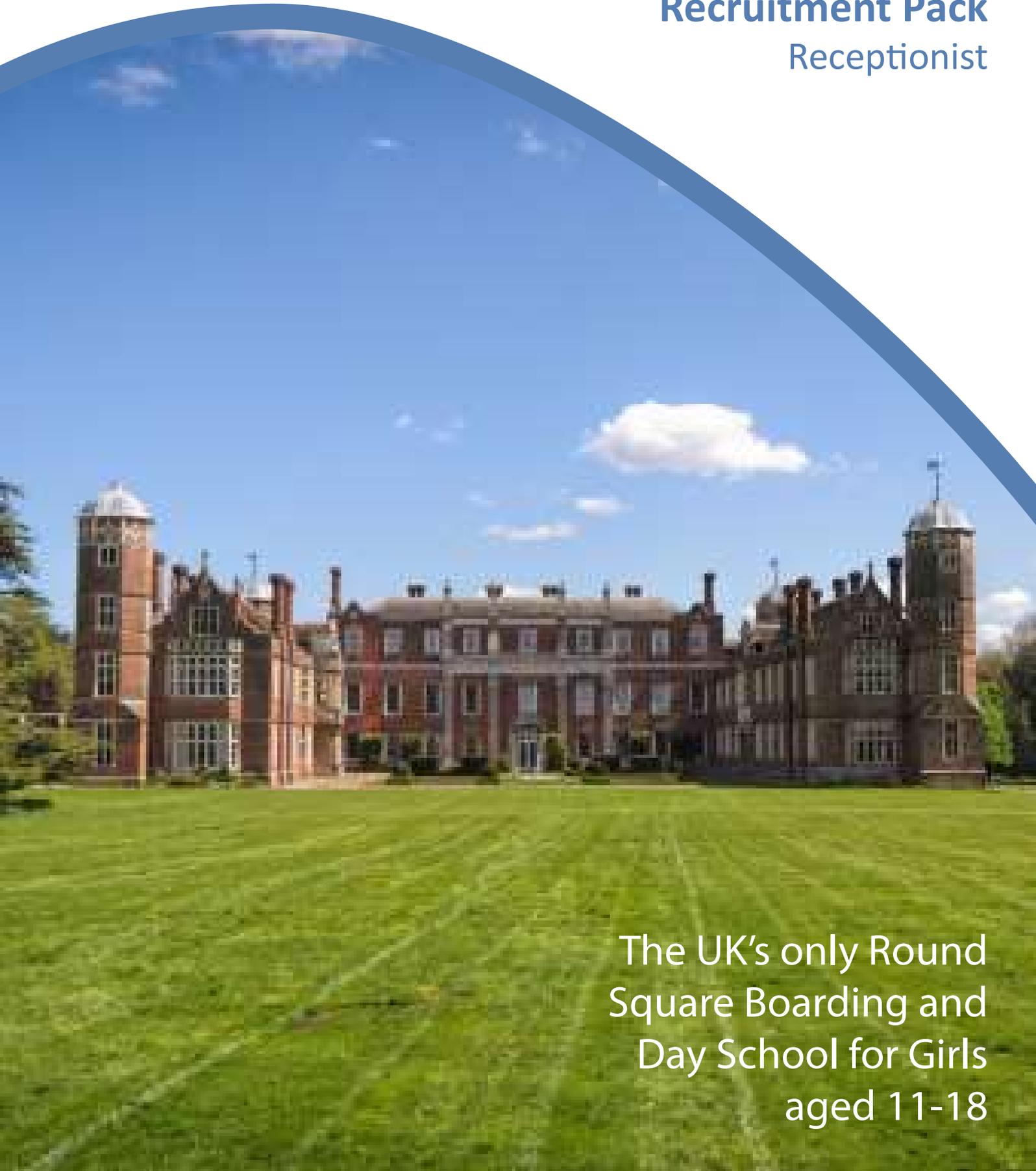




# Cobham Hall

**Recruitment Pack**  
Receptionist



The UK's only Round  
Square Boarding and  
Day School for Girls  
aged 11-18



## ABOUT THE ROLE

Reporting to the School Office Manager, the Receptionist is responsible for reception duties at the School. This front of house role is varied and the standard of work reflects greatly on the School. A high standard of English, accuracy, and attention to detail are essential as well as excellent written and verbal communication skills.

## KEY TASKS AND RESPONSIBILITIES

### GENERAL ADMINISTRATION DUTIES

- To act as the first point of contact for the School: welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Ensuring that all visitors sign-in, are made aware of the dedicated evacuation point(s) and safeguarding protocols and issue a School visitor badge where necessary.
- Respond to general enquiries and correspondence from parents, students and staff.
- Collection and distribution of post, parcels and deliveries to students and staff.
- Manage outgoing post, including use of the franking machine and ensuring adequate supplies of stamps, packaging etc.
- Maintain the daily log-on screen, telephone list and fire list for staff and students.
- Maintaining the Reception Handbook.
- To perform duties which the School Office Manager or Leadership Team may, from time-to-time, reasonably assign.

### STUDENT RELATED ADMINISTRATION

- Registration overview and absence monitoring including production of the daily absence log.
- Maintain student files including archiving of academic years and production of student confirmation letters as required for visa or bank matters.

## PERSON SPECIFICATION, SKILLS AND QUALITIES

A background of working in education is desirable although not essential.

The successful candidate will have:

- Ability to work independently and as part of the whole staff team.
- Ability to work on own initiative.
- Good working knowledge of Microsoft Office programs, including Word, Excel and Outlook.
- Good working knowledge of SIMS is an advantage but training will be provided for the right candidate.
- Excellent attention to detail.
- Commitment to the ethos of the School.
- Excellent typing skills.
- Calm and approachable nature.
- Good verbal and written communication skills.
- Good organisational skills even when under pressure.
- Professionalism, integrity, ability to maintain confidentiality and discretion.
- Enthusiasm.

## PAY AND BENEFITS

This post is a permanent, full time, full year.  
Salary is £20,327 per annum.

The School also offers:

- Contributory Pension Scheme.
- Comprehensive induction and on-going opportunities for Professional Development.
- Use of the School fitness room, tennis courts and swimming pool.
- Free onsite parking.
- Lunches and refreshments provided.
- Access to 150 acres of Grade II\* designed parkland.

## HOURS OF WORK AND HOLIDAYS

- 37.5 hours per week, 8:15am - 4:45pm.
- 25 days annual leave. You are also entitled to statutory Bank Holidays.

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*“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”*

- ISI Report-

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# HOW TO APPLY

- 1 If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

- 2 Your application form should be completed in full and returned to [vacancies@cobhamhall.com](mailto:vacancies@cobhamhall.com) by **9.00am on Friday 19 August 2022**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



# INFORMATION ABOUT COBHAM HALL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a single sex Boarding and Day school for girls aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's moto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

Our small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

Our Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that our students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing World.

In March 2021, Cobham Hall merged with the Mill Hill School Foundation, a merger that has opened up new opportunities for investment and collaboration. The School is currently consulting parents on the introduction of boys into the Sixth Form.

Full details of Cobham Hall's most recent inspections are available on our website at [www.cobhamhall.com](http://www.cobhamhall.com). In summary, a full integrated ISI inspection in 2015 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received an incredibly positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to a DBS check.





There is more in you than you think



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