

# Front of House Support Officer

**Required for September 2022**



**Salary: NJC Grade 4/5 points 8-15 paid pro rata**  
**£14006 - £15869 Actual salary; per annum (dependent upon skills and experience)**

**3 days per week (24.75 hours)**  
**Wednesday-Friday 07:45 – 16:30**  
**Term Time Only**

## New opportunity

A chance to job share with an experienced Front Office Support Officer in a high attaining secondary school, as part of a skilled and cohesive team of teachers and support staff.

Using your highly organised and efficient administrative skills, the key foci of this role will be:

1. To be the first point of contact for visitors, contractors, post, deliveries and parcels to the School;
2. Respond to general telephone and email enquiries in a friendly and timely manner;
3. Provide administrative support for the Educational Visits Coordinator and work with the educational visits team;
4. Provide administrative support for the Premises and Assistant Premises Managers;
5. Maintain the Whole School Calendar for parents, students and staff.

Training will be given as required and professional development is widely encouraged in our schools.

Wallington County Grammar School is one of the most successful schools in the country. Our motto is Per Ardua ad Summa, "Through Difficulties to the Heights", which our exceptional students exemplify each and every day. Their success, and that of our staff has been recognised by Ofsted, grading the School 'outstanding' in all areas, and more recently by the Secretary of State for Education who presented the School with the 2019 Evening Standard Award for School Achievement. This success is born from a strong set of values centred around compassion for one another, commitment to all we do, courage in facing life's many challenges and creativity to succeed in a global 21st century society.

We are a highly selective school, admitting 150 young men from across London and the South East into Year 7 and admitting young women into the Sixth Form. We have a well-balanced, academic curriculum centred around developing scholarship and creativity which, when combined with innovative and forward thinking pedagogy, makes Wallington County Grammar School, an extremely stimulating environment in which to work.

Advantages of joining our exceptional team of staff include:

- working with able and committed young men and women;
- access to a Charter Marked Continued Professional Development programme (Silver Status);
- a leafy setting on the edge of the beautiful Beddington Park with outer London pay and easy access to both central London and the Surrey countryside;
- amenities and benefits including priority entry for children of staff; onsite parking; Ride to Work Scheme; Employee Assistance Programme and a School gym;
- a firm commitment to staff wellbeing and work life balance.

### **Application Process**

An application pack can be downloaded from the School website at <https://www.wcgs-sutton.co.uk/career-opportunities> Please note an application form **must be** completed for this post and should be returned to [personnel@wcgs.foliotrust.uk](mailto:personnel@wcgs.foliotrust.uk) as soon as possible. Candidates may be called for an interview upon receipt of their application. A Statement of Suitability addressed to the Headmaster is required as part of the application.

***Visits to the School are welcome prior to application. Please contact the WCGS HR Department at [personnel@wcgs.foliotrust.uk](mailto:personnel@wcgs.foliotrust.uk) to arrange an appointment.***

**Closing Date: 09:00, Wednesday 22 June 2022**

***We reserve the right to interview and appoint immediately should there be a suitable candidate and therefore advise that applications should be submitted as soon as possible.***

### **Safeguarding**

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.

### **Equal Opportunities**

At Folio Education Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

The Candidate Privacy Notice ("Privacy Notice") is published on our web site [www.folio-education.co.uk](http://www.folio-education.co.uk)

a folio education trust school