



**Title: Administration/Receptionist (Level 3)**

**Grade 4 (SCP 7-11) £17,464 - £18,904**

Candidate Information Pack

To start as soon as possible

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Dear colleague,

Welcome to Kingsway Park High School and thank you for your interest in us.

I commenced this fantastic role in November 2020, and it is my huge privilege and pleasure to be Headteacher here, taking over from a brilliant Head who has led the school through its first ten years so we can face the future with confidence and optimism.

My passion is providing young people with the best possible start in life – and that must be our priority now more than ever. Young people in the North of England already face some challenges that many others do not – but too often we let this be the narrative that defines their future, instead of celebrating the extraordinary potential they have.

At Kingsway, we know our job is not just to put them on an “equal” footing with others around the region and the nation – it is to get them ahead. Often that will mean making sure excellent academic achievement is within reach of all and we provide the best teaching, from talented subject experts, every day to make sure every Kingsway student has the opportunity to be successful.

Just as important, however, is the need for Kingsway students to know they can be ambitious, for themselves, their friends and families and for this community as a whole – that means understanding career routes, options for further study and work opportunities – and most importantly it means having the personal skill set to pursue the future they choose. Resilience, determination, patience and the will to persevere, even if things don't always go according to plan, are the characteristics that lead to success and here at Kingsway you will find staff committed to giving our young people the chance to grow in confidence at every stage of their education.

Equally, we have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

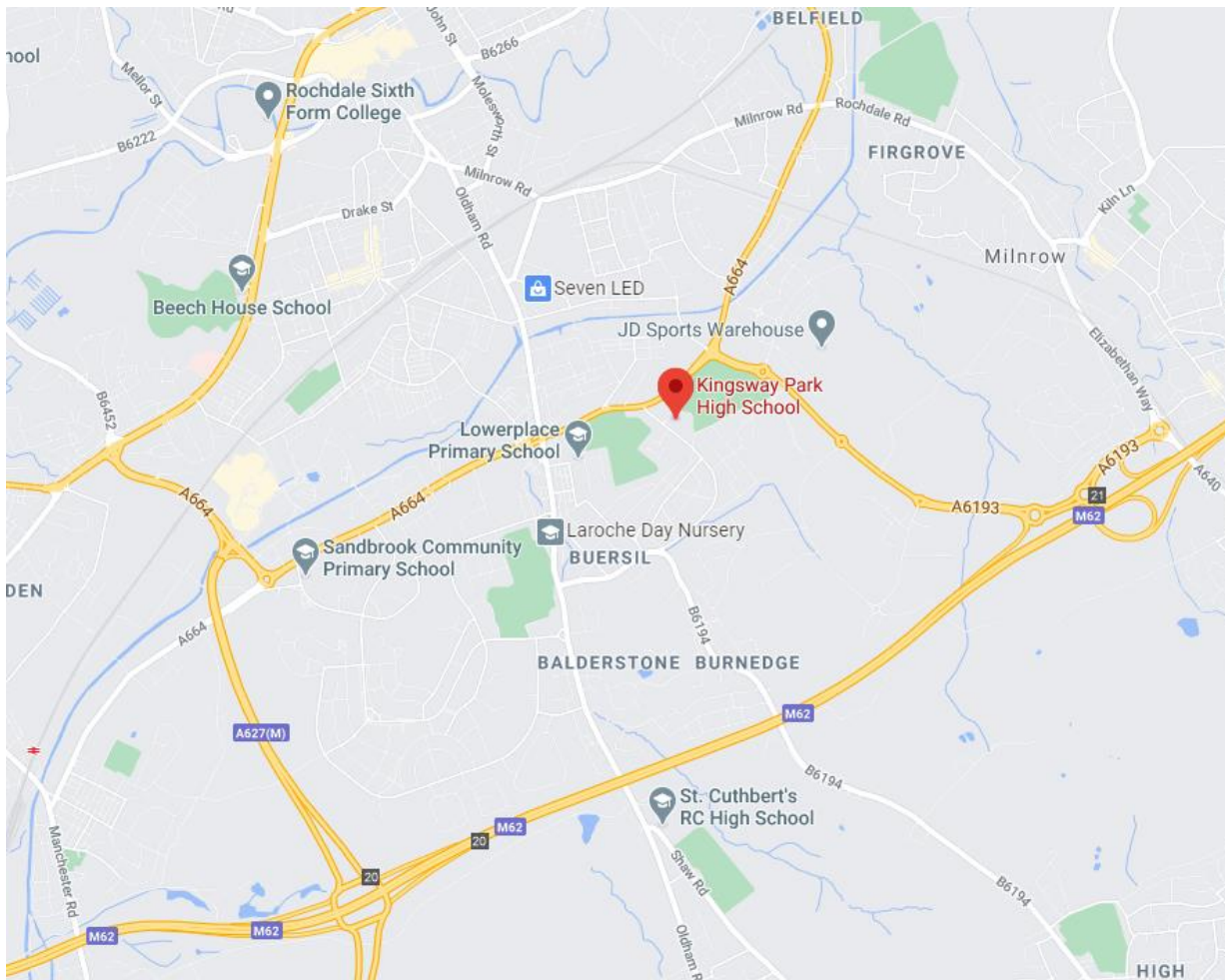
I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours faithfully

Mrs J Langley  
Headteacher

Kingsway Park High School was established 10 years ago, and we are now a very popular oversubscribed school. Located in central Rochdale, we are within a five-minute drive to junctions for the M62 and M60 motorways and a similar distance to Rochdale train station and the Metro.



We have almost 1300 students (Year 7-11) and 190 staff. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students. If you would like to visit the school to get a feel who we are and where we are going, we would warmly welcome you.

In July 2017 an OFSTED inspection took place and the outcome was that the school continues to be a GOOD school. There are a lot of things to celebrate in the OFSTED letter (found on our website or on the OFSTED report website). It truly encapsulates the ethos, vision and culture of the school. I strongly recommend that you read it, so you have a clearer picture of what we are as a school.

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## *Mission Statement*

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As our society evolves and becomes ever-more demanding for our young people and future leaders, we recognise and welcome the challenge of preparing our students to step up and take their place at the forefront of tomorrow's society. Our diverse student body enables enrichment for all of us on a daily basis.

Kingsway Park High School transforms students' lives. Through our relationships, we strive to instil both resilience and an intrinsic motivation to become confident, creative and highly skilled students, capable of meeting tomorrow's challenges head on.

We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness.

We pride ourselves on our relentless drive to achieve outstanding, high quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

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## *Job Description & Overview*

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The successful candidate will need to have excellent communication skills, including an excellent telephone manner. They need to be able to work to tight deadlines and under pressure as well as being flexible and adaptable in their approach to their daily work load. The job is varied and interesting and includes the following: -

- Liaising with staff in school regarding specific students
- Supporting students with specific queries/needs
- Administration tasks for the Pastoral staff/teams
- Supporting the student and main reception
- Working closely with and being part of the Pastoral Team.
- Supporting the raising the profile of student rewards and recognition in school

This job would ideally suit someone who has had reception, or school or admin experience.

If you would like any further information, please contact Karen Smith ✉

[ksmith@kingswaypark.org](mailto:ksmith@kingswaypark.org) or ☎ 01706 716761

I hope that having read this pack you are inspired to apply for the post. If you are, then this is what you need to do:-

### **Application**

Complete the application form and send it either by email to [ksmith@kingswaypark.org](mailto:ksmith@kingswaypark.org) or post to:-

Karen Smith – PA to Headteacher  
Kingsway Park High School  
Turf Hill Road  
Rochdale  
OL16 4XA

The deadline for this post is Monday 11<sup>th</sup> October 2021 at 9.00 am

Interview to be held w/b 18<sup>th</sup> October 2021

If you wish to discuss any details regarding the post or you wish to make an appointment to visit the school please contact Karen Smith on 01706 716761.