



THE NORTON  
KNATCHBULL  
SCHOOL

The Norton Knatchbull School,  
Hythe Road, Ashford, Kent, TN24 0QJ  
Headteacher: Mr. B. Greene, BA (Hons), NPQH

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[www.nks.kent.sch.uk](http://www.nks.kent.sch.uk)

## STUDENT RECEPTIONIST/ PRINCIPAL FIRST AIDER

This is a permanent position for 37 hours a week, term time (38 weeks) plus five INSET days and is paid on **Kent Range 4 - £19,583.00** per annum (pro-rata 0.86FTE / £16,917.75).

The role acts as Principal First Aider to students, contacting parents or emergency services as required. In terms of Student Receptionist, the role acts as first point of contact for all student enquires, directing to relevant department or member of staff as appropriate. Experience of using Management Information System to record relevant student data, would be an advantage, but is not essential.

Please visit our website for the job description and an application form.  
Send your completed application form to Mrs Emma Blunt, PA to the Headteacher  
by email to [ebblunt@nks.kent.sch.uk](mailto:ebblunt@nks.kent.sch.uk)

Deadline for applications: **9am – Wednesday 12<sup>th</sup> October 2022.**  
We reserve the right to interview prior to this date depending on applications received.

NKS is committed to the Continuing Professional Development of all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues.

All new recruits to our team will be further supported by a comprehensive Induction Programme and a Mentor.

The Norton Knatchbull School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.

**Please note only candidates that are shortlisted will be contacted.**

**Benefactorum Recordatio Jucundissima Est**

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