



**DOWNSEND**  
SCHOOL



Proud to be nominated in the  
**Independent Schools of  
the Year 2019 Awards**

Downsend School, 1 Leatherhead Road, Leatherhead, Surrey, KT22 8TJ, UK

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July 2019

Dear Applicant

### Receptionist

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- Application guidelines
- A role profile

Downsend is a forward thinking and innovative independent school, shortlisted in the Independent School of the Year 2019 Awards. We prepare our children for the future with a creative approach to learning that inspires young minds. From nursery through to GCSEs, we provide the platform for academic success.

We are looking to appoint two enthusiastic and efficient Receptionists to work as part of our administration team. You will be required to carry out the role of part time receptionist as well as other administration duties. The job profile gives an indication of the tasks and responsibilities involved in this role but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please email Sue Wood, HR Administrator on [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk) who will be pleased to discuss it with you.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK). It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) from all countries, outside of the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant teaching qualifications) (if not in the UK). Please note that checks are not required prior to the age of 16.

The school day starts at 8.30am and finishes at 4.20pm but the Reception will need to be manned from 8.00am until 6.00pm daily. This role is term time only plus 5 days to be worked during the holiday periods. You would also be expected to attend 4 inset days a year which are held at the beginning of each term.

**COGNITA**

An inspiring world of education

Please complete the application form and return to me with a covering letter explaining why you consider yourself suitable for this post. You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

The closing date for applications is **Wednesday 24 July**. Candidates will be contacted promptly if they have been selected for interview. These will take place during the week beginning 29 July. All applicants will be advised of the outcome of their application.

Please do contact Sue if you have any questions, and we look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Thorpe', with a large, sweeping flourish extending to the right.

Ian Thorpe  
**Headmaster**