



SENNOCKE CENTRE
SEVENOAKS SCHOOL SPORTS CENTRE

RECEPTIONIST





THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE SENNOCKE CENTRE

The Sennocke Centre is a multi-million pound sports venue. Its primary purpose is the provision of sports facilities and specialist coaching to the students at Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership activities, performance coaching and courses. Membership is available to staff, parents and alumni of Sevenoaks School.



The facilities include a 25m six-lane swimming pool, fitness suite and weights room, studio, three glass-backed squash courts, three indoor tennis courts, an eight-court sports hall, rock and rope climbing area, physiotherapy room and a servery/meeting room. Outdoor amenities include an athletics track, tennis courts, floodlit hard courts and astro and grass pitches with pavilions.

Our aim is to provide opportunity and excellence for all and we want every user of the Sennocke Centre to feel inspired and motivated to achieve their sporting best.

THE ROLE

The Sennocke Centre is looking for a part time receptionist.

Shift times will vary from time to time to keep up with demands from the centre.

MAIN DUTIES AND RESPONSIBILITIES

The main purpose of this role is to carry out receptionist duties for the Sports Centre as well as providing assistance to support events.

Main duties include:

- To be the first point of contact for the Sports Centre and provide courteous and efficient customer service.
- To answer the telephone in a polite and efficient manner, dealing with enquiries and directing calls as appropriate.
- To greet visitors and members whilst ensuring that only authorised persons are admitted to

the Centre.

- To take bookings for member activities and ensure the registers, records and databases are kept up to date.
- To respond to membership enquiries.
- To accurately record any sales or income received
- To offer practical support to Centre users.
- To assist with coordinating diary entries for external contractors, commercial hires and activity courses.
- To ensure that reception opening/closing procedures are correctly adhered to.
- To be knowledgeable about the Centre programmes and promote activities and courses accordingly.
- To liaise with other School departmental staff as necessary.
- To attend regular training as required to support the post, including personal development.

PERSON SPECIFICATION

ESSENTIAL

- Adaptable, organised and a friendly, outgoing manner, with the ability to convey an excellent impression when dealing with customers of all ages.
- The ability to calmly overcome challenges and maintain excellent customer service skills.
- Competence when using Microsoft Office and Outlook, good IT skills.



- Self-motivation and the ability to work using own initiative, with a keenness to contribute proactively in order to strive for improvement within the department.
- A flexible approach to shift patterns to ensure continuity of service in the event of colleague sickness, annual leave or absence.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principle expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

The Centre operates throughout the year (i.e., not just in school term time) and the normal building opening hours vary between term time and the school holiday periods. Due to the nature of the business the shift times maybe slightly adjusted to Centre opening times. The Centre is looking for a Receptionist to work 21.5 hours a week. Specific shift times vary between term time and school holiday period.

Tuesdays:

- 14:00 – 22.00 (Term Time)
- 13:00 – 21:00 (School Holidays)

Fridays:

- 13:00 - 21:00

SALARY

Based on the hours above, the salary will be around £14,636.00 per year based on a FTE of £27,229.90 (£13.09 per hour)

BENEFITS

- Pro-rata holiday entitlement of 27 days per annum, increasing to 30 days per annum after 3 years of service (excluding bank holidays)
- Membership of the school's fitness centre
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Sevenoaks School Savers voluntary benefit scheme
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).



OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online application form at <https://www.sevenoaksschool.org/work-at-sevenoaks/>.

The closing date for applications is 26/10/2026.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and

interviews may occur at any stage. The school reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.