




KewCollege  
Prep

Potential unlocked.

School Receptionist





 **KewCollege  
Prep** Potential unlocked.  
  
Independent Prep School  
for Boys and Girls  
  
Head: Mrs Jane Bond BSc MA(Ed) PGCE  
  
Telephone: 020 8940 2039  
Website: [www.kewcollegeprep.com](http://www.kewcollegeprep.com)

## **Kew College Prep is a co-educational Prep School and Nursery for children aged 3-11.**

Based in Kew, West London, KCP is a friendly and family-orientated school which aims to prepare pupils for the modern world: balancing excellent academic standards and pastoral care with creativity, exploration, and community.

# WELCOME FROM THE HEAD

*Dear Prospective Applicant*

Thank you for your interest in joining the school community at Kew College Prep. We are truly proud of our happy and inclusive school, where every child is valued and celebrated.

In every school, the staff are the greatest asset and means to success. At KCP we place great value on our staff and are committed to the development of all. With a focus on continued professional development, membership of leading organisations, and a range of personal benefits, this is an opportunity to join a warm and inclusive organisation.

KCP is great school in which to work, the staff support each other and the staff room is a place in which to be re-energised for the hard work we all do. We seek to recruit dedicated and talented individuals who share our aims and want to make their own contribution.

I am delighted that you are considering applying to us and hope that you feel inspired to submit an application. I look forward to the possibility of meeting you in due course.

With all good wishes,

Mrs Jane Bond  
Head





# ABOUT KEW COLLEGE PREP

## Our History

Kew College Prep was established in 1927 in a small room above a shop overlooking Kew Green. As it grew, it moved to a new premises in Mortlake Road, before moving again in 1939 to 26 Cumberland Road. It was then extended to 24 Cumberland Road, with a link extension joining the two properties. 30 Cumberland Road was obtained more recently, with the 3 properties making up the current school site.

The original site houses our Middle School and Nursery classes, an Octagon building at the rear housing our Infant classes, the Sedum building housing the Music Dept, Science Lab and ICT rooms and the recently redeveloped Upton building housing the Art room and our Upper School classes. The Sedum and Upton buildings are on a separate site one-minute walk away.

The school community celebrates its Principal in March each year on Founder's Day.

You can see more of the school site via our virtual tour on available on our website.



# Ethos & Values

At Kew College Prep, we provide an open-door, cohesive community for children to grow as individuals. Academic attainment is not secured at the expense of the children's happiness or their interests in extra-curricular pursuits. Our school has the singular agenda to do the best by each child – from all angles.

We have systems, processes and operations in place to ensure that each child is provided with a tailored learning programme, helping them to unlock their full potential. Our children feel listened to and valued, and they enjoy an education that meets their personal needs. They progress with confidence to a senior school that is aligned to their aspirations and capabilities.

More importantly, it's a happy, friendly and caring community where children, parents and staff are united by a shared set of values. Our academic record is outstanding, while our caring approach and supportive atmosphere help every child to grow in confidence and find their place in the world. Our staff work hard to ensure the potential of every pupil is fulfilled to a high level.

We were recently visited by the Independent Schools Inspectorate and were delighted with the report produced after their visit. The report highlights our high-quality curriculum, our approach to emotional support and our pastoral care. It also recognises the range of the extra events and trips provided here at school and the significant benefit they have on the children's overall development



# THE ROLE

## School Receptionist

Our front office reception team plays a pivotal role in the school, by being the first point of contact for all parents, pupils and visitors, either in person, via email or phone. As the 'face' of the school, receptionists should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition it is essential that the post holder is organised, able to multitask, work flexibly and have a 'can do' approach to work

**Closing Date:** 12 January 2026

**Salary:** Competitive and depending on experience

**Contract basis:** Permanent

**Weekly hours:** Part time - 32 hours per week. Tuesday - Friday (7.30am - 4.00pm each day)

# ROLE OUTLINE

## School Receptionist

As one of our School Receptionists, you will be responsible for a variety of tasks including:

- Be the first point of contact for the school in person, by email and on the telephone
- Receive visitors and ensure they are well briefed in essential matters
- Deal with enquiries, parent emails and queries
- Manage daily pupil register, ensuring all class registers are complete and following up on queries
- Receive post and deliveries
- Liaise with external agencies as required
- Deal with middle of day pupil arrivals and departures, escorting children between buildings
- Occasionally supervise children in the front office in the event of a late pick up by parents
- Greet children who are feeling ill or have sustained an injury
- Administer basic first aid, as appropriate

Please refer to the accompanying Job description and Person specification for this role when applying.



# WHY WORK AT KEW COLLEGE PREP?



## Location

We are located near Kew village with excellent public transport links.

We are in a controlled parking zone and so parking is limited and restricted.



## Benefits

We currently have the following benefits in place:

- a flexible Defined Contribution pension scheme
- Cycle to work scheme
- Employee Assistance Programme
- Staff events and celebrations
- CPD opportunities
- Discount for school fees (service requirements apply)



## Health & Wellbeing

We hold regular wellbeing events that are dedicated to promoting a culture of wellbeing that supports both physical and mental health.



## Staff Satisfaction

We have a happy, engaged and collaborative staff community, who work in a positive and inclusive culture.

We regularly seek feedback from our staff and we were pleased that earlier this year:

- 87% of our staff said that they would recommend KCP as a 'great place to work'
- 89% agreed that there was a positive work culture at KCP
- 82% feel appreciated for the work they do



## Safer Recruitment Statement

KCP is committed to safeguarding and protecting children and vulnerable adults. We are dedicated to ensuring that all our staff and volunteers are suitable and appropriate to work with those in our care.

We take all reasonable steps to create a safe environment for children and to protect them from harm. We encourage anyone with concerns to come forward and raise them with us. We expect all staff, volunteers and contractors at the school to share this commitment.

We will assess all applicants to ensure they are suitable for the role. This includes Disclosure & Barring check (DBS), background online checks, reference checks, medical suitability, prohibition checks and employment history checks.



# APPLICATION PROCESS

Please note that applications will be reviewed as they are received, and so early applications are recommended. The school may close the vacancy prior to the advertised closing date, if the right candidate has been found.

It is strongly recommended for you to refer to the Job Description and Person Specification before submitting your application.

Only completed application forms will be considered. Please note that CV's will not be accepted.

Your completed application form should be sent to:  
[Recruitment@kewcollegeprep.com](mailto:Recruitment@kewcollegeprep.com)

Email: [recruitment@kewcollegeprep.com](mailto:recruitment@kewcollegeprep.com)

Tel: 020 8940 2039

[www.kewcollegeprep.com](http://www.kewcollegeprep.com)

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