



THE **Leys**
CAMBRIDGE



SUPPORT
STAFF

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



C. Ives

Clare Ives
Head

Bursary Receptionist

Part Time, Permanent, All Year Round

The Leys School is an independent, co-educational boarding and day school. We have a strong sense of community here at The Leys which makes us more than just a school. Everyone shares an understanding of the School's values, which shapes our daily interactions and motivation, and creates our friendly and supportive staff and pupil community.

For visitors and staff, the successful applicant will be the very first person that they speak to. The ability to convey a welcoming, professional image that portrays the ethos of the School when dealing with people will be a deciding factor in the appointment as will the ability to support the School by providing administrative support in an efficient, organised, and courteous manner. As such, the role is extremely important to the presentation and image of the School.

The Receptionist will be solely responsible for managing the Bursary reception on a day-to-day basis, all telephone enquiries, handling visitors, and for undertaking other general "front of house" administrative tasks that ensure the effective working of the School on a day-to-day basis.





Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.





Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.



The Role

Working Pattern

As part of a job share arrangement, you will work part time, 2 days a week, sharing responsibilities with your counterpart receptionist. Your part time hours operate on a variable schedule during term time and school closure periods. The pattern of hours and weeks you will be required to work is determined by the School Academic Calendar (Term Dates - The Leys) and the following work pattern:

- Term Time plus 2 weeks (first and last week of the summer holidays);
Monday and Tuesday 08:00 to 17:00 (36 weeks);
- School closure periods (excluding the first and last week of the summer holidays);
Monday and Tuesday 08:30 to 15:30 (16 weeks);
- Term Time only
Approximately one Saturday morning per month 08:00 - 12:15 as part of a rota (33 weeks)

The Post

Receptionist Key Tasks

- To maintain a welcoming environment and appropriate hospitality for visitors.
- To be present in the main Reception area at all times, other than during designated break periods, in order to welcome visitors, pupils, parents and contractors.
- To ensure that the main Reception area is kept in a pristine condition at all times to provide the appropriate image and conditions for the receipt and welcome of visitors.
- To be responsible for answering the telephone, dealing with all calls in a timely, professional and efficient manner.
- To produce & activate access cards for staff & pupils.
- To welcome all visitors (external/internal) and deal with their requests. Use InVentry System to sign in external visitors.
- To manage and efficiently process any messages and enquires for and from teaching and support staff.
- To sort and deliver incoming post and use the franking machine to prepare outward post for collection. Arrange courier services as and when required.
- Ensure franking machine is always in fully working order with sufficient credit and ink.
- Deal with parcel deliveries and email staff & pupils requesting collection.
- To maintain school stationery supplies, deal with requests and re-order as necessary. Liaise with the Finance Bursar to ensure the correct procedures are being followed for costs if necessary.
- To undertake general administrative tasks requested by the Bursar's PA.
- To ensure appropriate communication and set up systems with their job share to enable the role to function efficiently and seamlessly.
- Provide administration support to the Bursar during holiday times and in absence of the Bursar's PA.
- To provide administration support to Bursary departments as and when required.

Person Specification

Criteria	Essential	Desirable
Skills	<p>Highly organised and able to work calmly, accurately, and effectively to deadlines.</p> <p>Ability to plan effectively, prioritise and manage workload.</p> <p>Excellent interpersonal skills with the ability to effectively communicate verbally and in writing.</p> <p>A caring, supportive personality to ensure that positive working relationships are developed with pupils, staff, parents/carers, and stakeholders.</p> <p>The ability to converse at ease with parents/carers/ pupils and members of the public and provide advice in accurate spoken English. The post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of this role.</p>	Enhanced DBS check subscribed to Update Service
Experience	<p>Experience in an administrative or clerical role with the ability to carry out general office tasks.</p> <p>Experience of working in a customer focused environment.</p>	<p>Experience of working in an educational or similar environment</p> <p>Reception experience</p>
Knowledge	<p>Able to work on own initiative with good problem-solving skills with the ability to make informed choices.</p> <p>Ability to recognise when queries need to be escalated appropriately.</p> <p>Politely assertive in order to ensure school procedures are maintained and followed.</p> <p>Flexibility to contribute to the work of the Bursary office to meet peaks and flows of tasks associated to events and activities taking place throughout the school calendar.</p>	
Qualifications	<p>Minimum of Grade 4 or higher (A* to C) in GCSE English and Maths or equivalent</p> <p>Evidence of recent ICT capability including Microsoft packages and email</p>	Computer skills in all Microsoft Office suite including Word, Excel, PowerPoint and Outlook

How to *Apply*

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role in the school, checks including an Enhanced DBS Check and workplace references will be undertaken in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A six-month probationary period will also apply.

The Foundation is committed to fostering an inclusive culture that promotes and values diversity and celebrates the diverse voice of our community.

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00 am on 10 December 2025.

Early application is encouraged as we will review applications as they are received and reserve the right to close the advert early once a suitable candidate is found.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.



