



***Candidate Brochure
Receptionist***



THE DEAN TRUST
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Job Title

Receptionist

SALARY: Grade 4, Points 7 to 11
£26,403 - £28,142, all year round

START DATE: As soon as possible

WORKING PATTERN: 5 days per week -
37.50 hours per week, 7.30am to 3.30pm

CONTRACT: Permanent

LOCATION: Abraham Moss Community
School

RESPONSIBLE FOR: The Visitors
Reception, dealing with all visitors and
staff

ACCOUNTABLE TO:

Business Support Manager, Senior
Administrator, Senior Leadership Team,
Headteacher

Main contacts

The post holder will report to the Senior Administrator and the Business Support Manager. Apart from colleagues in the School Administration Team, the main contacts of the job are the Senior Leadership Team, all teaching and associate staff, pupils, parents, agencies, staff across the Abraham Moss Community and visitors to School.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.



Main Purpose of the Role

- To provide a comprehensive reception and administrative service to the School including, answering telephone calls and dealing with queries from staff, visitors, parents, pupils and external agencies; booking meeting rooms.
- To work with colleagues within the wider School Administration Team to provide a professional and efficient administrative, reprographics and reception service.
- To provide First Aid advice in the event of accidents and illness in School.
- To work collaboratively with all staff and parents in order to support pupil well-being

Key Responsibilities

1. Reception and Administration

- To receive visitors to the School and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To check the visitor list during any fire evacuations.
- To update free school meal information as per the senior administrator's direction.
- To administer First Aid to pupils, staff and visitors in the school and assess whether it may be necessary to send pupils home or to hospital, contacting appropriate staff and the pupils' parents/carers.
- To undertake routine administrative support duties (e.g pupil absence related) as per the Pastoral Deputy's direction.
- Ensuring the signing in system is maintained.
- Signing-in visitors, ensuring the correct identification checks are made and issuing visitors' passes in line with safeguarding requirements.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level administrative service.
- To assist with school administrative duties relating to examination invigilation where appropriate.
- To assist with the administration of evening events (e.g. Parents' Evenings, Intake Evenings and Open Evenings), including typing letters to parents, producing signs and rooming lists.

2. Resources

- To operate relevant software including BromCom, Microsoft Word, Excel and Outlook

- To assist with the orderly and secure storage of stocks and supplies, advising Finance staff when stocks are low.

3. Responsibilities

- To be an active and enthusiastic member of the School Administration Team, showing initiative and developing new methodologies, working to promote a mutually supportive team.
- To use initiative in time management to organise your own workload in order to meet deadlines.
- To be multi-skilled and be able to cover for other colleagues in the event of absence and support during heavy workload periods.
- To promote positively the Administration Team within the School, working together to improve all aspects of school administration.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To promote equal opportunities for all.
- To support the Pastoral Deputy with the signing in/out of medical appointments.
- Using a variety of skills you may be required from time to time to support other colleagues in their administration duties across the School.
- To contribute to the overall ethos, work and aims of the School.
- To attend and participate in relevant meetings as required.
- To undertake further training in all areas to meet the needs of the Team and the School and actively pursue own professional development.
- To take part in the School's performance management programme.
- To control the barrier to the car park / intercom.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Personal Specification

	Essential	Desirable
Qualifications		
Good literacy and numeracy skills at GCSE level (or equivalent)	✓	
Good ICT skills and knowledge of Google or a willingness to be trained	✓	
Knowledge of BromCom or a willingness to be trained	✓	
Fully qualified first aider or a willingness to undergo appropriate training	✓	
Knowledge of relevant policies and legislation relating to Data Protection and guidance, or a willingness to undergo appropriate training	✓	
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓	
Enthusiasm for further training and professional development particularly in respect of new technological requirements in schools	✓	
Able to speak different languages, but not essential		✓
Skills		
Experience of working in an administrative and clerical support environment	✓	
Experience of operational and organisational administrative procedures	✓	
The ability to identify and create new systems and procedures to increase efficiency	✓	
Ability to set up and maintain efficient and effective filing systems and have an understanding of legal retention requirements	✓	
The ability to format and present letters, complex documents and spreadsheets to a professional standard with a high attention to detail	✓	
The ability to take and produce accurate written minutes / notes of meetings	✓	
Accuracy and precision when keeping financial records and dealing with cash	✓	
Ability to deal calmly with difficult situations and people	✓	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	✓	
Ability to prioritise and manage own workload effectively	✓	
Ability to check all information and data, scrutinising for accuracy	✓	

Effective written and verbal communication skills to liaise with a wide range of people at all levels	✓	
Be aware of the need for confidentiality and professionalism at all times	✓	
Ability to work under pressure, be diplomatic yet firm when the occasion demands	✓	
Ability to relate well to children, young people and adults	✓	
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	✓	
Understanding of when to seek advice	✓	
Work related circumstances		
A commitment to working in a school environment	✓	
A commitment to the school's professional standards, including dress code as appropriate	✓	
A commitment to the school's policies and procedures, including the ICT Acceptable Use Policy, Attendance / Absence Policy and Equal Opportunities	✓	
Ability to identify your own training and development needs and cooperate with the means to address these needs	✓	
To work 37.50 hours per week	✓	
To work flexible hours to suit the needs of the School	✓	
To take part in the School's Performance Management Programme	✓	
To undertake an enhanced DBS (Disclosure and Barring Service) check	✓	

How to apply

If you would like to apply for this role:
please apply through our online recruitment site which is available via:
careers.thedeantrust.co.uk

Closing Date: Monday, 1 June 2026 no later than 9:00 am
Successful candidates will be notified after the closing date

Any queries, please contact our HR Assistant, Noeline Taker via email:
noelinetaker@abrahammoss.co.uk

