**Headteacher: Mr. L. Raftery BSc (Hons), MA, NPQH**

**Upper Brentwood Road, Romford, Essex RM2 6HJ**

Receptionist/Administrative Assistant

5 days per week, 38 weeks per year, 35 hours per week

8:30am - 4:30pm with 1 hour lunch

Grade Scale 3. pt 5-6

Actual Salary: £23,234 - £23,571 per annum (includes holiday pay)

**Required September 2025**

**The Royal Liberty School where *“Staff know their pupils very well, and as a result, pupils are happy and safe. Pupils are polite, respectful and mature and value diversity and equality.*” (*OFSTED February 2024).***

We are seeking to appoint a methodical, well organised and enthusiastic colleague to join our school office team.

The hours will be 7 hours per day (with an hour lunch break), 5 days per week, 38 weeks a year.

Some of the main responsibilities of the role would include to provide an effective and efficient reception service to both internal and external stakeholders and to be responsible for the archiving of student records. The receptionist is often the first point of contact therefore the candidate should demonstrate exemplary customer service skills. You will be expected to use computerised management software to enter, record and retrieve data of students. You will also be responsible for the distribution of incoming and outgoing mail which would include taking the mail to the Post Office and organising hospitality for meetings & visitors.

There would be a requirement for the successful candidate to undertake all relevant first aid training such as diabetic pump training and epi pen training to support the needs of our students.

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people.  All adults who work at the school must share this commitment to young people. We are part of the Success for All Educational Trust with Redden Court School, Sanders Draper School and Rise Park Academies.

As an employee you will be covered by our excellent well-being support and medical cover programme through MyMedicash.

If you are looking to advance your career in a small, friendly supportive school and are committed to providing the very best experience for our students we would love to meet you.  If you would like to speak to the Headteacher, Mr L. Raftery, please feel free to contact the school. We welcome visitors to the school from potential applicants.

As an employee you will be covered by our excellent well-being support and medical cover programme through MyMedicash.

This includes;

* Claim back the cost of your dental bills or new glasses (up to your annual limit)
* Wide range of therapy treatments covered, including physiotherapy
* Access to payment for private specialist consultations
* mProve, Physio & SkinVision included
* Options to upgrade and include your partner via personal direct debit

As an employer we are committed to promoting career development and recognise hard work and effort.  This is evident in the attached staff testimonials. In addition to ongoing CPD we will also provide;

* Support towards achieving further qualifications
* Leadership programmes (NPQML, NPQSL, NPQH and PiXL Leadership Programme)
* Progression opportunities
* Teacher Training Programme

To apply please visit the Schools website vacancy section [Apply here](https://www.royalliberty.co.uk/about-royal-liberty/vacancies)

Further details can be downloaded from our website [www.royalliberty.co.uk](http://www.royalliberty.co.uk) or from Carmen Jones [cjones@royalliberty.co.uk](mailto:cjones@royalliberty.co.uk)

Tel: 01708 730141



| Closing Date: Monday 7th July 2025 (9am)  Interviews will take place on Monday 14th July 2025 |
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