



NORTHAMPTON SCHOOL FOR GIRLS

Respect for Self | Respect for Others | Respect for Learning

School Receptionist

Closing date: 9am, Monday 21st July 2025

Interviews: Tuesday 22nd July 2025

How to Apply.

We warmly invite you to arrange an informal telephone or video call so that you can learn more about our wonderful school. Please also take a look at our **website** which will help bring to life the essence of NSG.

Applications are accepted via the school application form (available on the vacancies page) or via TES QuickApply. Please contact the school if you need to request the application form in an alternative format.

We would encourage you to submit your application as soon as you are able as we reserve the right to act on received applications before the closing date has passed.

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Welcome

Thank you for your interest in joining us at Northampton School for Girls.

We have a rare opportunity to join our extensive administration team, in the role of School Receptionist. We are looking for someone who fundamentally shares our vision and will ensure our school functions with the highest levels of professionalism, efficiency, and integrity.

We will provide you with a range of bespoke opportunities to support your career and ongoing professional development. At Northampton School for Girls, we are committed to caring for and supporting the development and growth of all our school community, students and staff alike.

Northampton School for Girls is a truly remarkable school that students and staff are, rightly, proud to be part of. It has a unique vitality that springs into life as students and staff arrive through its doors. Our school is everything but ordinary and our students never fail to impress us with their achievements and the genuine desire they have to help others. They are incredibly talented, open hearted and courageous and we are unapologetically driven to supporting them to succeed.

Underpinned by our values of **'Respect for Self, Respect for Others and Respect for Learning'**, we provide our students a rigorous and ambitious curriculum which meets the needs of individual learners' talents and interests, building the foundation for their future successes in a fast-changing world.

From its inception in 1915, Northampton School for Girls has recognised and celebrated everyone as individuals and has also embraced the power of the community. Our students recognise the impact they have on others and particularly the responsibility that they have to give of their time, talents and charity to the wider community. We foster an environment where students can expand their minds, think flexibly, develop the skills of leadership that they all have within them, and grow as individuals.

We are a school with an impressive reputation, rich cultural diversity and a long-standing track record of success: we are proud to be Northampton School for Girls.

I very much look forward to welcoming you.

Cristina Taboada-Naya | Headteacher



<https://www.nsg.northants.sch.uk/vacancies>



@NSGPeople



01604 679540



people@nsg.northants.sch.uk

Job Description.

School Receptionist

Salary: Grade D (points 3-4)

FTE: £24,027 - £24,404

Actual salary: **£21,169.17 - £21,985.59** (based on 37 hrs p/w, 40 weeks per year)

Applications for less hours will also be considered, dependent on experience

Working pattern: Maximum 37 hours per week / 40 weeks per annum (term time + 5 training days + 1 week non-term time)

Monday – Friday

8 hours each day with 30 minutes unpaid lunch break (1 day per week will be slightly shorter at 7.5 hours)

Reporting to: Admin Manager

Start date: September 2025

Purpose

- Provide a professional and welcoming customer service experience, acting as the first point of contact for parents/guardians and visitors in our Main Reception
- Manage a variety of administrative tasks, demonstrating high levels of organisation and attention to detail, whilst being able to understand levels of prioritisation and urgency
- Safeguard the School, pupils, and staff, by responsibly and expertly controlling the admittance, registration and exiting of visitors to site, under the School's governing safeguarding, visitor and Health & safety policies.



Role Responsibilities

School Ethos in Action

- To uphold the school ethos: 'Respect for Self, Respect for Others, Respect for Learning'.
- To promote the school's non-negotiables: high achievement, inclusion and development of the whole child
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- To provide a safe, happy, ordered, lively, stimulating environment and to give guidance, good examples and teaching so that each child has the opportunity to develop educationally, physically, emotionally, socially and spiritually to their full potential
- To support school policies with a commitment to high standards, high expectations and high achievement
- To foster children's development in the fullest sense, paying particular regard to the attitude and values the school promotes
- To promote a climate of encouragement and praise and actively support the school's rewards system.

Main Responsibilities

- Act as the first point of contact, both over telephone and to all visitors, providing a welcoming, calm and efficient experience
- Handle queries from students, staff, visitors and members of the public effectively and speedily, referring issues to colleagues as appropriate
- Maintain Reception office and waiting areas, ensuring they are tidy, clean and welcoming
- Check ID of visitors on arrival
- Ensure all visitors sign in via the electronic system, and sign out when leaving site, assisting where needed

Job Description.

Meet our Students

‘NSG is an accepting, welcoming school with a very amazing, diverse community and has lovely, supportive staff always there to make sure you’re comfortable.’

‘I really enjoy the variety of extracurricular clubs NSG offers as there is something for everyone to try.’

‘To me, NSG gives you the opportunity to learn about things you never thought you would enjoy doing and it turns you into a better, more creative and more confident version of yourself’

‘What I love best about school, is the nice feeling I have when I walk in the gates’

Main Responsibilities *(continued...)*

- Assign and ensure visitors wear the appropriate and relevant lanyard under the School’s lanyard system
- Follow any other safeguarding and health and safety requirements as directed
- Pass on internal messages quickly and accurately

Administration

- Produce documents using appropriate software applications as directed
- Provide routine clerical/administrative support e.g. photocopying, typing
- Answer and send emails in a timely and professional manner
- Distribute school mail, and parcel deliveries
- File, maintain and retrieve documentation and other resources in compliance with data protection

Other

- Provide hospitality for internal events, including the organisation of refreshments

Professional Development

- Keep own knowledge up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school’s appraisal procedures

Whole School Contribution

- To follow the school’s policies and procedures for securing the safeguarding and welfare of students and staff
- To contribute to the development of whole school policy, aims and outcomes
- To play a full part in the life of the school community, support the distinct NSG ethos, and encourage staff and students to follow this example
- To attend staff meetings and other meetings with colleagues or parents as appropriate and as reasonably directed
- To carry out duties assigned by members of the Senior Leadership Team

Additional Duties

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Person Specification.

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Education / Training / Qualifications	Essential / Desirable
<ul style="list-style-type: none"> GCSE or equivalent in English and Maths, grades 9-4 (A*-C) 	<i>Essential</i>
<ul style="list-style-type: none"> Relevant administrative or hospitality accredited qualification 	<i>Desirable</i>

Experience	Essential / Desirable
<ul style="list-style-type: none"> Prior administrative/reception experience Appropriate level of data protection, security and confidentiality awareness 	<i>Essential</i>
<ul style="list-style-type: none"> Previous experience working in a secondary school or with children Contact with various stakeholders including parents and external agencies 	<i>Desirable</i>

Abilities, Skills and Knowledge	Essential / Desirable
<ul style="list-style-type: none"> Excellent literacy skills, both orally and written Excellent organisational skills High level of attention to detail and accuracy Ability to build effective working relationships with students and adults Skills and expertise in understanding and responding to the needs of all stakeholders Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations The ability to balance, prioritise and be flexible with workload Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to complete administrative tasks Understanding of roles and responsibilities in a whole school context 	<i>Essential</i>

Personal Skills and Attributes	Essential / Desirable
<ul style="list-style-type: none"> Professional and welcoming manner Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality Commitment to business growth 	<i>Essential</i>



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