



NEWFIELD PARK **PRIMARY ACADEMY**



Applicant Information

Receptionist/Administrator

Newfield Park Primary Academy

The MAT

The Shireland Collegiate Academy Trust objectives:

- A MAT where outcomes for young people in terms of progress are above the national average.
- A MAT where our academies are either Good or Outstanding within 3 years of joining.
- A financially healthy and stable MAT.
- A MAT that prides itself on its use of technology for teaching and non-teaching aspects.
- A MAT with a structure for rapid growth when needed.
- A MAT that builds partnership working to achieve outstanding educational outcomes and experiences.

Founded in April 2007 with two academies, currently there are eleven in the family with others set to join in the near future.

Our 5 Year Strategy

To build a better future for all within our Academies who in turn will positively impact their communities.

- To expand within the Primary sector using technology as a key too for progress with the Free School programme as our main delivery vehicle.
- To establish an operating model that creates a proactive and process driven delivery support model.
- To ensure each academy has a wraparound structure for pastoral support including behaviour.
- To create a curriculum delivery model within each of our academies that is responsive to change and can be adapted to meet individual student's needs.
- To create a model of inter-academy support and skill sharing to support student and staff progression.

Applications

Thank you for your interest in the post. Please note the closing date for applications is **8.00am Friday 8th August 2025**. To apply, please visit the below link:

<https://careers.shirelandcat.net/>.

Job Description

Job Title	Receptionist/Administrator
Grade	Band C
Responsible to	Office Manager

The primary purpose of the role

To work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the school, including the day-to-day function of Reception.

Duties and responsibilities: -

- Reception duties ensuring visitors are welcomed and managed according to safeguarding and other school policies and procedures.
- Provide general administrative support for the school.
- Assist with the production of correspondence across the school.
- Filing and photocopying.
- Checking deliveries and goods received notes
- To assist with the dealing of queries and complaints.
- Assisting with payments and balances of money on the school electronic cashless system.
- To use information systems and prepare information for internal use within excel and word and PowerPoint.;
- To assist with the organising and facilitating of meetings and training events within the school.
- Deal with enquiries from pupils and families.
- To help ensure the prompt circulation of information throughout the school.
- To liaise with school and Trust staff as required.
- To liaise with external organisations as required.
- Support at school events including open evening and parents' evenings.
- To ensure technology is used in accordance with Trust policies and procedures

- Arrangement of meetings including arrangements for hospitality.
- Support the preparation and distribution of academic reports.
- Provision of administrative support at parents' evenings and academy events.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Safer Recruitment – The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Receptionist/Administrator

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> Smart business-like appearance. 	
Qualifications	<ul style="list-style-type: none"> A good general education including minimum GCSE Grade C or equivalent in English and Mathematics. Evidence of successful study Post 16. 	
Experience	<ul style="list-style-type: none"> Experience of using Microsoft Office applications, e.g. Word, Excel Experience of working in an office environment. Experience of working with the public. Experience of producing high quality letters and reports. Experience of working to deadlines. Experience with using Arbor software is desirable but not essential 	<ul style="list-style-type: none"> Experience of working in a school office/reception.
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training. 	

Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Knowledge of administrative processes. • An understanding of the confines of confidential working e.g. Data Protection. 	
Circumstances	<ul style="list-style-type: none"> • Able to attend school open and parents' evenings. 	
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • To be an excellent team player. 	
Practical and Intellectual Skills	<ul style="list-style-type: none"> • ICT literate with a desire and ability to develop new skills. • Good level of numeracy. • Effective oral and written communication skills. • Demonstrable ability to produce a good standard of written work, e.g. response to correspondence, reports, minutes etc. 	

	<ul style="list-style-type: none"> • High standard of presentation. • Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide. 	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Disclosure and Barring Service Check. 	

Timeline

Closing date for applications is: 8.00am Friday 8th August 2025

Following the shortlisting process, successful candidates will be invited for interview.

Interviews will take place on Wednesday 3rd September 2025

If after reading the information provided you feel that you meet the specification for the post, we would like to hear from you.