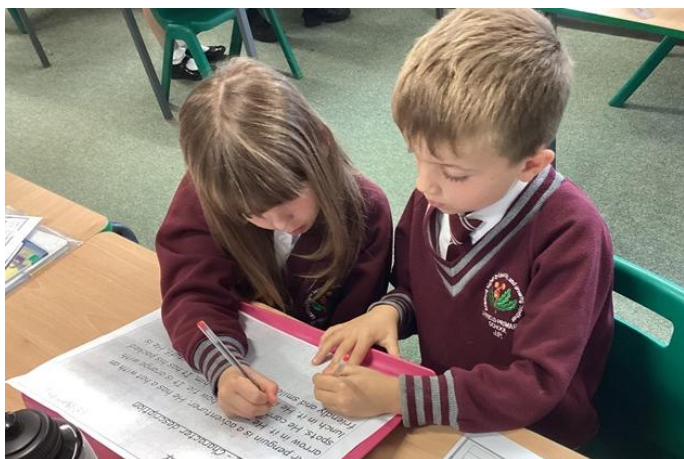


# Morning Receptionist (Temporary)

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 3 November 2025**



# Contents

Welcome from the CEO .....	3
Welcome from the Headteacher .....	4
Morning Receptionist (Temporary).....	5
Job Description .....	6
Person Specification .....	8
How to Apply .....	9
Employee Benefits.....	10

# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining the team at Layfield Primary School. We are a dedicated and passionate community, committed to providing the best possible learning environment for our children. Our aim is to nurture every child so they can reach their full potential, both academically and personally.

At Layfield Primary School, we believe that the foundation of a successful school lies in a strong, motivated, and caring staff team. Therefore, we take great care in selecting individuals who are not only skilled and knowledgeable but also enthusiastic about making a real difference in the lives of young people. If you share our commitment to fostering a positive and inclusive learning environment, we would be delighted to receive your application.

We are proud of our warm and welcoming atmosphere, where both staff and pupils feel valued and supported. Our school values are at the heart of everything we do and are reflected in our rules –

Be Ready, Be Safe and Be Respectful. We promote fundamental British Values through the ethos of our school and the curriculum. We also actively promote children rights through the Rights Respecting Schools Award. We look for staff members who embody these values and who can work collaboratively as part of a team to help our children thrive.

Enclosed with this letter is the application pack, which includes a job description and person specification. Please read these carefully, as they provide key information about the role and the qualities we are seeking in the successful candidate.

Should you have any questions regarding the role or the application process, please do not hesitate to contact us at [info@layfield.org.uk](mailto:info@layfield.org.uk) or 01642 786153. We also encourage potential applicants to visit the school, and would be happy to arrange this if you are interested.

Once again, thank you for your interest in this position and our school. I look forward to receiving your application and wish you every success in your job search.

Yours sincerely,

Sharon Lock  
Headteacher

# Morning Receptionist (Temporary)

**Job Title:** Morning Receptionist (Temporary)

**Location:** Layfield Primary School (Yarm)

**Start Date:** As Soon As Possible

**Actual Salary:** £11,458.86 to £11,719.94 (Grade D, SCP 4)

**Hours of Work:** 20 hours per week, term time only (8.00am to 12.00pm, Monday to Friday)

**Contract Type:** Temporary (31 August 2027)

**Closing Date:** 12.00pm, Monday 3 November 2025

**Interviews:** Wednesday 12 November 2025

## About the Role

The School Receptionist is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school the receptionist should be welcoming, personable, helpful, and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role has exceptional communication and organization skills, alongside experience with IT packages to support their front-line role.

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#) or contact Sharon Lock at [info@layfield.org.uk](mailto:info@layfield.org.uk).

## How to Apply

Please make sure that the application form is completed and returned via email to [info@layfield.org.uk](mailto:info@layfield.org.uk), addressed to Miss S Lock, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

## Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

**SCHOOL:** Layfield Primary School

**POST TITLE:** Receptionist

**GRADE:** D (SCP 4)

**REPORTS TO:** The School Office Manager

**MAIN PURPOSE:** Under the instruction/guidance of the School Office Manager undertake general reception/administrative/financial support to the school.

## **TASKS:**

### **Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Assist in arrangements for school trips/events etc.

### **Administration**

- Provide general/clerical administrative support e.g. photocopying, filing, faxing, completion of standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

### **Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniforms/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure Equal Opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

### **Safeguarding - Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

# Person Specification

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>NVQ 2 or equivalent qualification in relevant discipline, e.g. Business Administration Level 2 OR appropriate experience</li> <li>Willingness to participate in training and development opportunities</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid training</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>General clerical, administrative and financial</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a busy office environment</li> <li>Experience of reception duties</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills</li> <li>Effective use of ICT packages</li> <li>Use of relevant equipment/resources</li> <li>Good keyboard skills</li> <li>Knowledge of relevant policies/code of practice &amp; awareness of relevant legislation</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>Ability to identify own training &amp; development needs and be willing to address these</li> <li>Positive approach to customer care</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate knowledge of First Aid</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>Friendly and approachable manner</li> <li>Self motivated</li> <li>Reliable and punctual</li> <li>Flexible</li> <li>A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	



# How to Apply

Application forms and further details are available on the Trust's website –

[sparkeducationtrust.org.uk](http://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [info@layfield.org.uk](mailto:info@layfield.org.uk), addressed to Miss S Lock, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12.00pm, Monday 3 November 2025**

**Interviews to be held: Wednesday 12 November 2025**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.