



Radcliffe on Trent Junior School
Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FS
Head Teacher: Clare Allsopp

Phone: 0115 9110193
Email: office@rotjs.notts.sch.uk
Web: www.rotjs.notts.sch.uk

Head Teacher: Clare Allsopp **Number on Roll:** 311 **Age Range:** 7–11 **Scale:** Grade 3

Administrator and Receptionist

Radcliffe on Trent Junior School

Salary: Grade 3 (NJC Pay Scale)

Hours: 25

Contract: Permanent/Term Time Only/Part Time

Start Date: 14th December 2026

Are you a people person who enjoys making others feel welcome? Do you thrive in a busy environment where no two days are the same? Are you highly organised, enthusiastic and ready for a new challenge? If so, we'd love to hear from you.

Radcliffe on Trent Junior School is looking for a warm, friendly and professional **Administrator/Receptionist** to join our supportive team. As the first person many visitors, parents and children will meet, you will play a vital role in creating a positive experience for everyone who enters our school.

This is a varied and rewarding position at the heart of school life. From greeting families and supporting pupils to managing administrative tasks and helping the office run smoothly, you will be a valued member of our school community.

About You

We are looking for someone who:

- Is enthusiastic, positive and enjoys working with people.
- Creates a warm and welcoming environment for children, families and visitors.
- Enjoys a challenge and can adapt to the varied demands of a busy school office.
- Is exceptionally organised and able to manage multiple tasks effectively.
- Has excellent communication and interpersonal skills.
- Remains calm, professional and approachable under pressure.
- Works well independently and as part of a team.
- Is committed to providing excellent customer service.
- Maintains confidentiality and professionalism at all times.
- Has good IT skills and experience of administrative work.

The Role

Key responsibilities include:

- Welcoming visitors and acting as the first point of contact for the school.
- Answering telephone and email enquiries from parents and external agencies.
- Supporting pupil attendance and maintaining school records.
- Providing administrative support to staff and school leaders.
- Processing orders, deliveries and routine office tasks.
- Assisting with school events, trips and communications.
- Managing confidential information accurately and securely.





Radcliffe on Trent Junior School
Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FS
Head Teacher: Clare Allsopp

Phone: 0115 9110193
Email: office@rotjs.notts.sch.uk
Web: www.rotjs.notts.sch.uk

Why Join Us?

At Radcliffe on Trent Junior School, we are proud of our caring and inclusive ethos. We offer:

- A welcoming and supportive staff team who genuinely enjoy working together.
- Friendly, enthusiastic pupils who make every day rewarding.
- Positive relationships with families and the wider community.
- Opportunities for training and professional development.
- A varied role where your contribution will make a real difference.

Safeguarding

Radcliffe on Trent Junior School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, enhanced DBS clearance and pre-employment checks.

Please note that in line with the safeguarding due diligence requirements, if you are shortlisted,

- references will be requested prior to interview from your current or last employer. Referees may also be contacted by telephone.
- you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
- you will need to bring with you to the interview original qualification certificates essential to the post.
- In accordance with KCSIE an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues which the school may wish to explore with an applicant at interview.

Application Process

To apply, please complete the application form and email this to office@rotjs.notts.sch.uk

Closing Date: 30th October 2026

Interview Date: 10th November 2026

Start date: 14th December 2026

For an informal discussion about the role, please contact the school office on 0115 9110193.

We also encourage applicants to come and look around the school prior to application.

