



Receptionist/Administrative Assistant (Temporary to cover maternity leave) Based at Queen Elizabeth's Grammar School

Are you interested in building strong interpersonal and administrative skills, and making a positive impact on young people's lives?

Key Responsibilities:

- Carry out day-to-day reception duties; be first in line to answer telephone calls and deal with messages, queries and enquiries.
- Greet all visitors to the school and ensure that their purpose is efficiently dealt with, following the school's safeguarding protocols.
- Provide administrative support as directed by the PA/Office Manager including data input, word processing and reprographic work.
- Liaise with parents as directed regarding issues relating to individual students.
- Use Bromcom to access/input student data.

Benefits:

- A temporary, part-time role with an expected start date of 9th February 2026 to cover maternity leave of 30 hours per week for 39 weeks per year.
- Salary upon appointment Grade 3 Scale Point 6 £24,796 (actual £17,216).
- Access to wellbeing support, physio, counselling and GP services.
- Discounted gym membership.
- Excellent training opportunities to support career progression.
- Access to the Local Government Pension Scheme.
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work.
- Employment within a strong and progressive educational trust with firm family values.

Join Us:

- View the Job Description
- Complete the Support Staff Application Form www.horncastleeducationtrust.org
- Email it to recruitment@horncastleeducationtrust.org by 07 December 2025
- Interviews will take place on Friday 12 December 2025

We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, medical, reference and online checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Horncastle Education Trust
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