

Candidate brief for the position of

**Receptionist & Administrator
Chislehurst School for Girls**

Application Deadline: 9am on 3rd November 2026



**Chislehurst School for Girls
is part of Lumero Educational Trust**



Dear Applicant

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, Chislehurst School for Girls, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely



Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATTS BOTTOM
PRIMARY SCHOOL

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Position Summary: Receptionist & Administrator

REPORTS TO:	Office Manager
LOCATION:	Chislehurst, Kent
SALARY:	NJC Scale 2, Point 3 £6,980 (FTE £29,561)
HOURS:	10 hours per week, 38 weeks per year – preferable hours 14:30 – 16:30
CONTRACT:	Permanent
START:	ASAP

We are seeking a highly organised, professional and welcoming Receptionist & Administrator to join our busy school office team. As the first point of contact for visitors, parents, students and staff, you will play a key role in creating a positive and professional impression of the school. The successful candidate will provide an efficient reception service whilst supporting a range of administrative functions across the school.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential. We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who:

- Has excellent communication and interpersonal skills
- Is friendly, approachable and professional
- Can work efficiently in a fast-paced environment
- Has strong organisational and administrative skills
- Is competent in Microsoft Office applications
- Maintains confidentiality and professionalism at all times

In return we will offer you:

- A dedicated and supportive staff team
- Polite and welcoming children and families
- A working environment where everyone is valued and respected
- Excellent CPD within the school and across the Trust

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.lumero.org or if you have any questions call 020 8300 3156 ext 1057.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. However, we reserve the right to interview and appoint to this position before the advertised closing date. Applications will therefore be considered as they are received, and interested candidates are encouraged to apply at the earliest opportunity. Should an exceptional candidate be identified, the vacancy may be closed early.

Closing date for applications: 9am on 3rd November 2026

Interview Dates: w/c 9th November 2026

Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Job Description– Receptionist & Administrator

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Job Purpose

To provide a professional, efficient and welcoming reception service and administrative support to ensure the smooth day-to-day operation of the school office.

Main Responsibilities

Reception Duties

- Act as the first point of contact for visitors, parents, staff, students and external agencies
- Operate the school's reception area in a professional and welcoming manner
- Answer and direct telephone calls promptly and efficiently
- Manage visitor sign-in procedures and ensure safeguarding protocols are followed
- Handle incoming and outgoing mail, deliveries and courier services
- Maintain reception and waiting areas to a high standard

Administrative Duties

- Provide general administrative support to school leaders and departments
- Produce letters, reports, forms and other documentation
- Maintain accurate electronic and paper-based records
- Input and update information on the school's management information systems
- Assist with student admissions, attendance, and data administration as required
- Support the organisation of meetings, events and school communications
- Process orders, invoices and basic financial paperwork where required
- Assist with staff administration and personnel records as directed

Safeguarding and Compliance

- Ensure all visitors comply with safeguarding procedures
 - Maintain confidentiality in accordance with GDPR and school policies
 - Follow school health and safety procedures
 - Promote and safeguard the welfare of children and young people
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- **General**
 - Participate in relevant training and development
 - Contribute positively to the wider life of the school
 - Undertake any other duties appropriate to the grade of the post

Person Specification – Receptionist & Administrator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & TRAINING		
GCSE Grade C/4 or above in English and Mathematics (or equivalent)	X	
EXPERIENCE		
Previous experience working in a reception, customer service or administrative role	X	
Experience of dealing with a wide range of stakeholders professionally	X	
Experience of managing multiple tasks and priorities	X	
Previous experience working in a school environment		X
Experience of using SIMS or other school management information systems		X
SKILLS, KNOWLEDGE & APTITUDE		
Excellent verbal and written communication skills	X	
Strong organisational and time management skills	X	
Good attention to detail and accuracy	X	
Ability to use Microsoft Office applications, including Word, Excel and Outlook	X	
Ability to maintain confidentiality and handle sensitive information	X	
Excellent customer service skills	X	
Ability to work independently and as part of a team	X	
Understanding of school safeguarding procedures		X
Knowledge of GDPR and data protection requirements		X
First Aid qualification or willingness to undertake training		X
PERSONAL ATTRIBUTES		
Professional and approachable manner	X	
Calm under pressure and able to prioritise workload	X	
Flexible and adaptable	X	
Reliable, punctual and trustworthy	X	
Commitment to safeguarding and promoting the welfare of children	X	
Positive and proactive approach to work	X	
Enthusiastic and committed to supporting the wider school community		X
Ability to build positive relationships with staff, students and parents		X

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

Registered Office:

St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ

Tel: 020 8467 2280

Website: www.Lumerotrust.org