



LAWNSWOOD
SCHOOL



LAWNSWOOD SCHOOL

Recruitment Pack

Receptionist / Administrator

Embed confidence; fuel ambition.

www.lawnswoodschool.co.uk



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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

“I love that there are lots of opportunities available at Lawnswood School.”

Year 7 Student

JOB ADVERT

Receptionist / Administrator

Job Type	Part-time (18.5 hours per week), permanent, TTO + 5 days	Required from	1 September 2026
Payscale	A3 SCP 3-4 Actual salary £10,663-£10,830	Closing date	Monday 29 June, 9am

We are looking to appoint an enthusiastic, motivated, well-qualified and experienced Receptionist, who will provide a key role in providing administrative support to the school and will be an effective and friendly first point of contact for staff and visitors.

Successful applicants will have well developed interpersonal and communication skills. As the first point of contact, both on the phone and face to face, and understanding of and willingness to help parents, often whose first language is not English, is key to the success of this role.

You will be able to demonstrate a high level of accuracy and be highly competent in the use of IT, ideally with experience of school administration systems including SIMS. You will be able to work effectively and efficiently in a diverse environment, both within a team and individually, and have the ability to work well under pressure.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information, please download the job description and person specification and send your completed Support staff application form with a covering letter (no more than two sides of A4) to: Mrs J Bell, Headteacher by email to hr@elawnswood.co.uk or by post to Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Closing date: Monday 29 June at 9.00am

JOB DESCRIPTION

Receptionist / Administrator

MAIN (CORE) DUTIES

- Reporting to the Student Services Manager, undertake reception and administration duties.
- Acting as first point of contact for visitors and staff; answering routine telephone and face-to-face enquiries, and signing in of visitors in accordance with statutory safeguarding requirements.
- To provide an excellent customer service to parents, students, colleagues and visitors to the school, signposting enquiries appropriately.
- To undertake routine administration duties, eg filing, photocopying, post.
- To be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner.
- Working in other areas of the administration team as required to provide administration support to colleagues as and when necessary.
- To contribute to the overall ethos / work / aims of the school.
- To participate in training and other learning opportunities and performance development, as required.
- To participate in the duty rota, covering break and lunch duties as required.
- To undertake any other duties as required that are commensurate with the role, as directed by their line manager.
- This job description may be varied following consultation between the post holder and managers of the school, to reflect or anticipate changes in or to the job.

Our school is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

June 2026

PERSON SPECIFICATION

Receptionist / Administrator

	Essential	Essential	Desirable	Evidence
Skills	<ul style="list-style-type: none"> • 5 GCSE's including Maths and English. • Effective oral / written communication and listening skills. • Ability to manage and prioritise a busy workload and cope in a busy, fast-paced environment. • Receptionist skills – answering telephones, directing calls, taking accurate messages etc. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		Application Reference Interview
Attributes	<ul style="list-style-type: none"> • High level of accuracy and attention to detail. • Able to work as part of a busy team, exhibiting a flexible 'can do' attitude. • Ability to follow instructions. • Ability to work under pressure and to tight deadlines. • Enjoy working with young people. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		Application Reference Interview
Knowledge, experience and understanding	<ul style="list-style-type: none"> • Previous reception experience. • To be conversant with the school information management system (SIMS) / ClassCharts. • Ability to use a variety of IT packages. • Willingness to undertake any training required. • An understanding of the relevance of data protection. • Respect and maintain confidentiality and sensitivity. • Experience of working in an educational setting. • Knowledge and understanding of school safeguarding procedures. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	Application Reference Interview

HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



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