



Meole Brace School

Learning Respect Success

Applicant Information

Receptionist/Administrator

From September 2026

26 Hours Per Week—5 Days Per Week

(Hours and days to be agreed)





Meole Brace School

Learning Respect Success

September 2026

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Receptionist/Administrator. We are seeking a highly motivated and effective member of staff to join our Reception Team.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace School are 'Learning, Respect and Success'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Rogers, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by 24th September 2026 at 12 noon.

Yours sincerely,

Mary Pope
Co-Headteacher



Headteachers: Mrs M Pope & Mrs H Wright

Meole Brace School

01743 235961

Longden Road

admin@meole.co.uk

Shrewsbury SY3 9DW

www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent parent views

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.





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Administration Team

The administration Team at Meole Brace School is a very friendly , dedicated and supportive team. It comprises of the following :

3 Receptionists

Attendance Officer

HR Officer/Administrator

Administrator (School trips and visits, SLT admin support)

SIMS Data Manager

Reprographics Co-ordinator

Learning Hub Co-ordinator

Senior First Aider / Administrator

First Aider / Admin Assistant

Cover/Finance Admin Assistant

The team has a strong sense of teamwork and willing to support each other, working together to provide an excellent support function to the school.





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Advertisement – Receptionist/Administrator

Grade 5 (scp 6 –7) £13.92- £14.14 per hour (£15,920—£16,173)

26 hours per week

Term Time plus 2 days

Required to start: As soon as possible

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations and welcome applications from individuals who share our ethos.

We are seeking to appoint an enthusiastic, hardworking and flexible professional to join our friendly, committed administration team.

The successful candidate will need to have good oral and written communication skills and have evidence of successful team working. Ideally the successful candidate will have experience of working in an educational setting however this is not essential.

Visits to the school are welcomed, please contact Mrs Julie Rogers, on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 24th September 2026 at 12.00 noon

Interview date: 30th September 2026

Applicants are encouraged to apply early, as the school may begin interviewing and therefore close the advert before the stated closing date.

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people, and we are committed to diversity and gender equality in our hiring practices. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

An online search will be undertaken as part of due diligence checks during the shortlisting process.

Headteachers: Mrs M Pope & Mrs H Wright

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Job Description—Receptionist/Administrator

Details of Post

- ♦ Receptionist/Admin
- ♦ Reporting to: Operations Manager
- ♦ Term time plus 2 PD Days
- ♦ 26 hours per week
- ♦ Grade 5, scp 6 – 7

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

Under the direction of the Operations Manager: provide a basic routine clerical, administrative and financial support to the school.

Principal Duties and Responsibilities

1. Organisational

- ♦ Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- ♦ Assisting with pupil first aid/welfare duties, looking after sick pupils, school uniform sales, liaising with parents/staff etc.
- ♦ Assisting in arrangements for school trips, events etc.
- ♦ Liaison with EWO and parents

Job Description – Receptionist/Administrator

2. Administrative

- ◆ Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence
- ◆ Maintain manual and computerised records/management information systems
- ◆ Produce lists/information/data as required e.g. pupil data
- ◆ Word processing and other IT based tasks
- ◆ Take notes at meetings
- ◆ Sort and distribute mail
- ◆ Undertake administrative procedures, registers, school meals etc
- ◆ Maintain and collate pupil records

3. Resources

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

4. Responsibilities

- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, 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

Job Description – Receptionist/Administrator

5. Safeguarding

- ♦ Be ware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- ♦ Be ware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

7. Other Duties

- ♦ Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- ♦ This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed:



Person Specification—Receptionist/Administrator

	Essential	Desirable
Qualifications	♦ Good standard level of education ♦ 5 GCSE's or equivalent, including English & Maths	♦ NVQ Level 2, or equivalent, in administration, or willingness to undertake this qualification. ♦ First Aid qualification
Work or relevant experience	♦ General clerical/administrative work ♦ Computer/keyboard skills	
Knowledge and understanding	♦ Good numeracy and literacy skills	
Skills and Abilities (relevant to post)	♦ Good oral and written communication skills ♦ Good ICT skills and the willingness to update skills and undertake further training ♦ Willingness to develop skills with further training ♦ Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	♦ Ability to bring to the role, initiative, enthusiasm and commitment ♦ Flexibility and reliability ♦ Ability to maintain confidentiality ♦ Ability to relate well to children and adults ♦ Evidence of working well as part of a team	
Special Conditions	♦ Willingness to undertake an online search and enhanced Disclosure and Barring Service (DBS) check	