



MESSAGE FROM THE CEO / HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted 'Outstanding' criteria and, with our support, robustly meet 'Good' Ofsted criteria.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Headteacher of
Altrincham College

ROLE OVERVIEW

Receptionist

CONTRACT TERM:

Permanent

HOURS:

Term time only.

Full time – 36.25 hours per week.

08.30 – 16.30 Monday – Friday (45-minute unpaid lunch break)

PAY SCALE:

NJC Band 3 Points 6-11

(Actual Salary £21,105 - £22,853)

Pay award pending.

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP/September 2025

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website - [Altrincham College](https://www.altrinchamcollege.com) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Friday 12 September 2025 at 12pm

INTERVIEW DATE:

w/c 15 September 2025

Due to an internal promotion, we have an exciting new opportunity for a Receptionist to join our fantastic team at Altrincham College.

We are looking for an enthusiastic and highly motivated person to join our Admin Team. The Receptionist will be the first point of contact for visitors, parents, students and staff and will be responsible for maintaining a welcoming and positive environment at the front of school. The Receptionist will be expected to answer phones, greet visitors and deal with correspondence along with supporting the wider Admin Team with a range of other administrative tasks.

The ideal candidate will have experience in an administrative role, will have excellent written and verbal communication skills and the ability to work effectively as a team player within a busy office environment.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: Receptionist

JOB PURPOSE: To be a key point of contact for visitors, parents, students and staff, be responsible for maintaining a welcoming and positive environment at the front of school. To answer phones, greet visitors and deal with correspondence along with a range of other administrative tasks.

ACCOUNTABLE TO: Admin Team Leader

HOURS OF WORK: 36.25 hours per week, term time only

SCALE Band 3 Points 6-11

Duties and Responsibilities:

Altrincham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

1. Meet and greet visitors/parents, sign them in using the InVentry visitor management system, escort or direct them to destination. Check and record DBS details.
2. Assist students at Reception when signing in and out for appointments; responsible for logging confiscations and notifying parents/carers.
3. First point of contact over the telephone, directing calls and taking messages.
4. Fire Alarm – ensuring no one enters the building via reception.
5. Using SIMS, ClassCharts and CPOMS on a daily basis, recording telephone conversations and updating pupil records.
6. Manage room bookings for meetings for staff and visitors.
7. Take delivery of mail and parcels and organise distribution, record all returned/collected packages. Organise all outgoing post ready for collection by Royal Mail.
8. Record the delivery and dispatch of all examination papers
9. Make contact with bus service providers and TfGM to deal with any bus service issues.
10. Make contact with parents/carers when requested
11. Use two-way radio for contacting school staff
12. Support School Counsellors/External Visitors/Peripatetic Music teacher by sending students for appointments
13. Undertake such duties as may from time to time be reasonably assigned by the Headteacher.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.

- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of the Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

**RECEPTIONIST
PERSON SPECIFICATION**

<i>MINIMUM ESSENTIAL REQUIREMENTS</i>	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Good standard of general education.	A/C/I	Essential
2. Experience		
One years' experience in a similar admin role.	A/I	Desirable
ICT literate – good keyboard skills, accurate typing, use of variety of ICT packages.	A/I	Essential
Experience of working as part of a team.	A/I	Essential
Experience of communicating, on a regular basis, by telephone, e-mail and in person with a range of people.	A/I	Essential
Experience of working in a school office.	A/I	Desirable
3. Knowledge		
Knowledge of administrative procedures, including relevant ICT packages and systems.	A/I	Essential
Knowledge of schools databases i.e. SIMs.	A/I	Desirable
First Aid Qualification / Experience.	A/I	Desirable
4. Skills & Abilities		
Excellent communication skills both written and verbal.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to manage multiple tasks and work to deadlines	A/I	Essential
Willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Highly organised individual who pays good attention to detail and accuracy.	A/I	Essential
Understand the need for confidentiality.	A/I	Essential
Patience and a flexible approach to work.	A/I	Essential
Willingness to undertake training and keep abreast of	A/I	Essential

current issues relevant to own area of work.		
5. Attitude and Approach		
Smart, professional appearance.	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

SCHOOL TRIP COORDINATOR AND ADMIN ASSISTANT

PERSON SPECIFICATION

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Good standard of general education.	A/C/I	Essential
2. Experience		
Two to three years' experience in a similar admin role.	A/I	Desirable
Experience of working in a finance-related role using financial software	A/I	Desirable
ICT literate – good keyboard skills, accurate typing, use of variety of ICT packages.	A/I	Essential
Experience of working as part of a team.	A/I	Essential
Experience of communicating, on a regular basis, by telephone, e-mail and in person with a range of people.	A/I	Essential
Experience of working in a school office.	A/I	Desirable
3. Knowledge		
Knowledge of administrative procedures, including relevant ICT packages and systems.	A/I	Essential
Knowledge of financial processes and systems	A/I	Desirable
Knowledge of schools databases i.e. SIMs.	A/I	Desirable
First Aid Qualification / Experience.	A/I	Desirable

4. Skills & Abilities		
Excellent communication skills both written and verbal.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to manage multiple tasks and work to deadlines	A/I	Essential
Willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Highly organised individual who pays good attention to detail and accuracy.	A/I	Essential
Understand the need for confidentiality.	A/I	Essential
Patience and a flexible approach to work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work.	A/I	Essential
5. Attitude and Approach		
Smart, professional appearance.	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

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ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the position as soon as possible.
- ❖ The position will be based at Altrincham College.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on Friday 12 September 2025. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.