



# Blue Coat Church of England Academy

## School Receptionist

37 hours per week (Term Time only)  
NJC 7 - 11 (Dependant on experience)

We are seeking to appoint a friendly, professional and highly organised School Receptionist to become the welcoming face of our Academy. This is an exciting opportunity to join a supportive and dedicated team in a thriving Church of England Academy where every member of staff contributes to the success and wellbeing of our students. As the first point of contact for pupils, parents, visitors and external agencies, you will play a vital role in ensuring the smooth and efficient operation of the school reception and administrative services. You will provide outstanding customer service, maintain a professional and welcoming environment, and support a wide range of administrative functions across the Academy.

### Key Responsibilities

- Act as the first point of contact for all visitors, parents, students and staff.
- Manage the Academy switchboard, responding to enquiries and directing calls appropriately.
- Operate visitor sign-in systems and support site security procedures.
- Provide high-quality administrative support including filing, photocopying and record maintenance.
- Assist with attendance administration and student record updates.
- Support the organisation of school visits and events.
- Process routine purchase orders and invoices.
- Ensure confidentiality and professionalism in all aspects of the role.

### We are looking for someone who:

- Has excellent interpersonal and communication skills.
- Enjoys working with young people, families and colleagues.
- Has experience in a reception, customer service or administrative environment.
- Is highly organised and able to manage competing priorities.
- Has strong IT skills, including Microsoft Office applications.
- Can work effectively both independently and as part of a team.
- Demonstrates discretion, professionalism and attention to detail.
- Shares our commitment to safeguarding, inclusion and high standards.

### Why Join Us?

At Blue Coat Church of England Academy, we are proud of our welcoming community, strong values and commitment to excellence. We offer:

- A supportive and collaborative working environment.
- Opportunities for professional development and training.
- A caring and inclusive school community.
- The opportunity to make a positive difference to the lives of young people and their families.
- Access to local government pension and employee wellbeing benefits.

**Closing Date: Friday 10<sup>th</sup> July 2026 at 11am**

**Interview Date (in person): Wednesday 15<sup>th</sup> July 2026**

You will need to be available for the whole day on the interview day.

**Applications to be returned to [applications@bluecoatacademy.org](mailto:applications@bluecoatacademy.org)**

*Blue Coat Church of England Academy is committed to the highest standards of safeguarding and promoting the welfare of pupils. All staff and volunteers are expected to share this commitment. This post is subject to enhanced DBS disclosure and a 'prohibition from teaching' check will be completed for all applicants. We are committed to the active promotion of equal opportunities and welcome applications from all backgrounds.*

**\*Actual Salary (Indicative) = Point 7= £ , Point 11= £**