



EXTERNAL

Post: Receptionist / Administrator

Part Time, Term Time Only, Permanent

21 hours per week.

25 hours per week.

Salary: Grade 5, Points 5 to 7, £24,790 to £25,584 (FTE)

Actual Salary: 21 hours: £12,102 - £12,489 per annum

25 hours: £14,407 - £14,868 per annum

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust's Bluecoat Primary Academy. I have pleasure in enclosing details.

We are seeking to appoint professional, friendly and welcoming receptionist. The Receptionist is the first person a visitor sees or talks to when arriving or calling our Academies. As a school receptionist, your job duties are primarily communication-based, therefore the post holder will require good listening skills and you will need to provide / source correct information when asked. As such, you'll need to be familiar with telephone and email etiquette and possess strong interpersonal skills.

In addition to your receptionist duties you will also be required to support with general administration as directed by the Academy / Office Manager, this position is an exciting opportunity for anyone who is looking to progress within administration or further develop their skills.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the

application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, 27th August 2025