



# JOB ADVERT

## Receptionist

### **About the Role:**

**Receptionist – Grade 2**

**Permanent**

**Castle Wood Academy | 37 hours per week (Term Time Only plus training days)**

**8am – 4pm – Monday to Thursday**

**8am – 3.30pm – Friday**

**Salary – Grade 2- £20,906.96 (FTE £24,413)**

The successful candidate will be working in a busy fast-paced school environment. They will need to be warm and welcoming whilst presenting a professional image for the School. The ideal candidate will be self-motivated, customer focused and organised and will have experience of Microsoft and Google packages and possess excellent communication skills.

They will also be able to learn new systems quickly with training provided. This is an excellent opportunity for an individual looking for an administrative career within the education sector.

The post holder will undertake administration tasks, such as assisting with the running of reception, taking and responding to telephone calls and emails, supporting with school admissions, updating the school MIS system, plus a range of many other varied admin tasks at the management's discretion and in line with the needs of the school.

### **We can offer you:**

- A caring and supportive school community that is culturally diverse and inclusive
- Dedicated staff committed to achieving high standards
- A supportive, warm and welcoming ethos
- Excellent CPD opportunities

*Tall Oaks Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.*

### **How to apply**

Interested candidates can download the Recruitment pack, including job descriptions, person specifications and application forms at [www.talloaksacademy.co.uk](http://www.talloaksacademy.co.uk). This includes information about Tall Oaks Academy Trust, what we offer and how we can support you as well as a how-to guide on completing the application form.

**Closing Date for Applications:** **23<sup>rd</sup> January 2026 at noon**

**Shortlisting Date:** **26<sup>th</sup> January 2026**

**Interview Date:** **28<sup>th</sup> January 2026**

Completed application forms should be emailed to [recruitment@talloaksacademy.co.uk](mailto:recruitment@talloaksacademy.co.uk) (please note: CVs will not be accepted as additional information or a replacement for any part of the application provided and only Tall Oaks Academy Trust application forms will be accepted).

Receipt of applications and unsuccessful applications will only be confirmed by email.

*References will be requested prior to interview and an Enhanced DBS check and Right to Work in the UK evidence will be required for successful applicants.*