



Receptionist

NJC SCP 4 (7-11) (FTE £25,584- £27,269)

Actual salary: £19,583.72- £20,873.53

Fixed Term

Start date- 1st September 2025

End date-22nd July 2026

Full-time, Term time

37.5 hours per week (Monday to Friday)

We are looking for a highly motivated, resilient and enthusiastic individual to join our school's administration team on a fixed-term basis. The primary purpose of this role is to provide a professional, efficient, and welcoming front of-house experience for all visitors, parents, and staff, while also delivering high-quality administrative support to ensure the smooth operation of the school office.

You will be the first point of contact for visitors and telephone enquiries, upholding the school's values through every interaction and ensuring safeguarding procedures are followed. This role includes a wide range of responsibilities including reception management, communication handling, data and record maintenance and support for school-wide administrative tasks.

The postholder will play a key role in supporting the senior leadership team and wider staff through timely and accurate administrative work, contributing to a safe, secure, and efficient school environment. The role requires the ability to multitask, using initiative and remaining calm under pressure.

LIPA School is a vibrant and inclusive community that ensures every child is placed at the centre of every learning experience. We do this by offering a broad, balanced and relevant curriculum based on challenge and our strong sense of heritage. We believe that by providing excellent learning experiences and ensuring children learn how to be ready, respectful and safe, we will be able to encourage every child to shine and reach their full potential.

The successful candidate must have previous experience working as a Receptionist, GCSE (Grade A*-C) or equivalent in English and 5 other subjects (preferably Maths), experience of operating basic office equipment and good knowledge of a range of software packages using a Windows environment, including a sound working knowledge of Outlook.

Our school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check. You will need be able to obtain satisfactory DBS clearance for this position.

In return we offer a competitive salary, Employee Assistance Programme and a Local Government Pension Scheme.

Closing date for applications: Friday 13th June 2025 at 12pm.

Early application is advised as this vacancy may close early if we receive a good response.

You can download the attached application form and further details for this post. CVs will not be accepted. Please can you send your application to hr-enquiries@lipaprimary.org.

Our commitment to Equal Opportunities

As an equal opportunity's employer, LIPA MAT is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all, pursuing our vision to be a leading vocational training institution.

Appointments will always be made on merit.

LIPA Multi Academy Trust – company No. 08825752.