

Receptionist

Candidate Information Pack

Closing Date: 9.00am, Monday 12th October 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

We are seeking to appoint a committed Receptionist to join our team. This is an excellent opportunity to join our school.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher



Receptionist

Job Title: Receptionist

Location: Huntcliff School (Saltburn)

Start Date: As Soon As Possible

Actual Salary: £10,830 to £11,076 (Grade C, SCP 3)

Hours of Work: 19 hours per week, term time plus 2 days (Wednesday 12.00pm-4.00pm, Thursday and Friday 8.00am to 4.00pm)

Contract Type: Permanent

Closing Date: 9.00am, Monday 12th October 2026

Interviews: w/c 19th October 2026

About the Role

This is an exciting opportunity for an engaging, patient, customer focused School Receptionist to join a fast- paced office administration team. This school is looking for someone with experience working in an equally busy, customer facing environment, ideally within an educational based facility.

About Us

We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk, addressed to Miss L Wilkinson, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Huntcliff School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Post Title:	Receptionist
Purpose:	To work under the direct instruction of the Finance and Office Manager carrying out reception duties
Responsible to:	Finance and Office Manger
Working Time:	Wednesday 12.00pm – 4.00pm, Thursday and Friday 8:00am to 4.00pm
Salary/Grade:	Grade C SCP 3
Main (core) duties	• Reception duties dealing with enquiries and needs from staff, students, parents, external colleagues and members of the community. • Signing visitors in and out according to school procedures. • Being responsible for the outgoing and incoming post. • Manning the telephone switchboard, transferring calls to the appropriate extension and ensuring that messages are conveyed promptly, clearly and accurately to the correct member of staff. • Resolving initial queries and issues from parents and students where possible. • Ensuring reception area is tidy. • Maintain manual and computerised records / management of information. • Provide routine clerical support e.g. photocopying, filing, emailing, typing, word processing and other IT based tasks.
School ethos	• Play a full part in the life of the school community, upholding its values and setting a professional example at all times. • Actively promote all of the school's policies. • Comply with the school's health and safety policies and undertake risk assessments as appropriate.
Other Specific Duties:	• First point of contact for all enquiries into the school both by telephone, email or face to face. • To be fully aware of the school's safeguarding policy and ensuring that visitors and contractors are compliant. • To ensure that students' physical movements in and out of the school are correctly accounted for. • To liaise with the attendance team and other key members of staff regarding students arriving late or leaving early for appointments, illness, etc. • To receive and sign for deliveries and ensure that caretaking staff are contacted to transport goods to the appropriate area. • To pass messages on for students where necessary.
Safeguarding and Promoting the Welfare of Children and Young People	• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. • To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.
Special Conditions of Service	• Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. • The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure.

Equal Opportunities

- The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description outlines the main responsibilities of the role and is not intended to be exhaustive. The postholder may be required to undertake any duties reasonably associated with the role, or as directed by the School Systems Manager or other designated staff.

Person Specification

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
QUALIFICATIONS AND TRAINING	Education to at least GCSE level in English and Maths (or equivalent)	- Qualifications beyond GCSE - First Aid qualified	- A, I
EXPERIENCE	- Experience of working in a busy office environment - Experience of working as part of a team - Experience of working on ICT and with computer programmes/systems	- Experience of working in a secondary school - Experience of school information systems - Experience of working with young people	- A, I
KNOWLEDGE AND SKILLS	- Excellent telephone manner - Excellent written and verbal communication skills - Excellent listening skills - Excellent ICT/typing skills - Ability to multi task - Excellent organisational skills	Ability to problem solve and show initiative	- A, I
PERSONAL ATTRIBUTES	- Pleasant and friendly yet assertive - Reliable and punctual - Excellent interpersonal skills - Works very well under pressure - Commitment to working as part of the whole school team - A sense of humour	Ability to inspire young people	- I

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to fdobson@huntcliff.co.uk addressed to Miss L Wilkinson, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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Interviews to be held: w/c 19th October 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.