

# Receptionist

**37.5 hours per week: 8.00 am – 4.00 pm Monday to Friday  
Term-time plus 1 week (0.8559 fte) – permanent**

**Grade 6, Points 9-10: £25,188 – £25,590 full time salary per annum**

**Actual salary: £21,849.02 - £22,197.73 per annum**

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**Are you an organised and approachable individual who thrives in a fast-paced, bustling environment? Ibstock School is looking to recruit a professional and friendly receptionist to be the first point of contact for our students, parents/carers, staff and visitors.**

In this front-line position, you'll play a key part in maintaining the smooth running of our busy school office. From managing phone calls and greeting visitors to supporting administrative tasks including student absence monitoring and ensuring safeguarding procedures are upheld, you'll be essential to the daily operations of our secondary school.

We are looking for someone who:

- Has excellent communication and interpersonal skills, especially with young people and parents
  - Is confident using Microsoft Office and school information systems
  - Can handle multiple tasks efficiently in a busy environment
  - Presents a calm, professional, and welcoming manner at all times
- Has prior experience in an administrative/receptionist role (experience in education is highly desirable).

Ibstock School is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. The School joined LiFE Multi Academy Trust in July 2021 and has recently completed its transition to become an 11-16 school.

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*All offers of employment will be subject to a DBS check and an online search.*

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**Closing date: 3.00 pm on Thursday 15 May 2025**

**Interviews: week commencing 19 May 2025**

Please visit our website <https://www.ibstockschool.co.uk/content/vacancies.php> for more information and application details, or for any enquiries, email [jobs@ibstockschool.co.uk](mailto:jobs@ibstockschool.co.uk).