

The people behind
the magic.



JOIN OUR TEAM



Receptionist

Salary: Band C (NJC points 4-6) **Actual Salary:** £21,107 - £21,781 (pending pay award)

Contract Terms: Permanent, Term-time only plus 5 days

Hours: 37 hours per week. Monday to Thursday 7.45am – 3.45pm and Friday 7.45am – 3.15pm

Closing Date: Friday 4th July 2025 at 9am

Interview: w/c 7th July 2025

Start Date: September 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, we would encourage you to submit your application as early as possible.



Together
Learning Trust

THE SCHOOL



Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

Donna Watkins, HEAD OF SCHOOL



Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.

- OFSTED REPORT 2022

EXPLORE MORE



www.rvhs.co.uk



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS_school](https://www.instagram.com/RVHS_school)



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Receptionist

Are you a passionate, friendly and organised when it comes to providing support and resources to visitors and students? Do you recognize yourself as having strong communication skills, having empathy and a helpful nature? Are you a strong team player who can enhance the greeting and welcome experience for all visitors to our safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

What we're looking for:

Someone with:

- A friendly and professional outlook
- The ability to provide an efficient, flexible and responsive service
- great attention to detail
- The ability to prioritise workload
- The ability to promote the values and ethos of the school.

What the role involves in a nutshell:

- Provide a first-line efficient and effective reception service to school
- Provide a friendly, professional and customer focused services to all stakeholders (including but not limited to; visitors, students and governors)
- Support student services and undertake relevant duties as directed
- To deal with incoming and outgoing mail, including parcels and special deliveries as well as deliveries into school

What will you get in return?

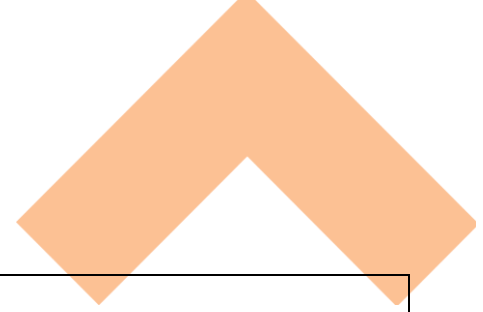
This is a fantastic opportunity to work as part of a passionate and friendly Administration and Student Services team under the direction and with the support of the Office Manager. You will also benefit from fantastic support and development opportunities to enable you to do what you do best at this wonderful school. At Ryburn Valley High you'll find a strong foundation where you can make a real difference to the lives of our children.

Benefits:

- Automatic enrolment to the West Yorkshire Pensions Fund
- A Supportive and forward-thinking Leadership Team
- Staff development through appraisal and CPD
- Working as part of a creative and supportive team who want the best for all of our students
- Free Parking
- Cycle to Work Scheme
- Eye Care
- Annual Flu Vaccines
- Home & Technology Scheme
- Rewards and discounts
- GP Online and Prescription Service
- Your Care Wellbeing package
- Lifestyle benefits (discount platform)

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

Receptionist



Responsible to:	Student Services Lead
Responsible for:	N/A
Scale/Salary	Band C (4-6) 37 hours per week, term time plus 2 days
Main Purpose of the role	<ul style="list-style-type: none"> • Provide an efficient and effective reception service to the school • Ensure the delivery of key messages to appropriate members of staff • Provide administrative support • Provide a professional and respectful front-of-house service to all students and visitors • Work as a team to ensure all incoming telephone calls are answered in a timely and professional manner • Ensure school's Management Information Systems are accurate and up to date with all student absences • Support student services and undertake relevant duties as directed • General administration as directed by the Office or School Business Manager
Main Duties & Accountabilities	<ul style="list-style-type: none"> • Responsible for answering the main school switchboard • Responsible for signing in visitors to the school • Communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including both telephone and face to face enquiries and where appropriate ensure that the appropriate safeguarding is undertaken • Deal with incoming and outgoing mail, including parcels and special deliveries, and arrange distribution of incoming deliveries to the relevant department • Maintain and update administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high-level reception and administrative service • Assist with administration duties as required • Answer queries and where appropriate request / send information from / to other parties • Assist students with day-to-day queries and requests including replacement timetables • Provide paper registers for classes when required and ensure the records are updated in a timely manner • Assist the Student Services Lead with recording student absence, late marks and leave of absence on the school's Management Information System • Under direction of the Student Services Liaise with parents and carers regarding student welfare for unauthorised student absences • Assist with pupil first aid and welfare matters • Ensure that any relevant safeguarding concerns and incidents are reported and recorded on CPOMS • Liaise with and report to relevant Head of Years regarding student welfare and/or safeguarding • Request on-call for teaching staff when support is required in a classroom • Undertake staff development and training as appropriate
Expected Behaviours	<ul style="list-style-type: none"> • Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager • Able to work collaboratively and as part of a team

	<ul style="list-style-type: none"> • Develop positive working relationships with colleagues • Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors • Work with your line manager to develop and implement a professional development plan • Use feedback and personal reflection to improve his or her own working practices • Where relevant, maintain first aid accreditation • Understand how the role supports the quality of teaching and learning • Understand the roles of external agencies and how to work with them as required • Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role. • Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes • Ensure that documents are prepared and data is entered into Management Information Systems accurately and on time • Answer telephones promptly and with a respectful and professional manner • Be familiar with all policies and procedures that are relevant for the role • Know where to get help and support • Know the limits of the role and when to refer people or issues elsewhere • Maintain confidentiality at all times • Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures • Maintain a safe working environment for yourself and others
Other specific duties	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Head of School to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	



PERSON SPECIFICATION

To be assessed through application, reference and interview.

Receptionist

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Good general education including GCSE Maths at Grade C or above (or equivalent)	✓	
To have or to be willing to work towards a full or emergency pediatrics first aid certificate	✓	
Experience		
Experience of using IT products such as Microsoft Excel, Word and Outlook	✓	
Experience of answering high volume of calls	✓	
Experience of working in an office/customer service/call centre environment	✓	
Experience of communicating with a range of audiences	✓	
Willingness to undertake further training	✓	
Experience of working effectively in line with company policies and procedures	✓	
Experience of working in a school environment		✓
Skills and Abilities		
Excellent organisational skills	✓	
Demonstrate good judgement	✓	
Ability to work under pressure and to multi-task	✓	
Able to build relationships with stakeholders (students, colleagues and parents)	✓	
Able to plan, manage and prioritise own workload	✓	
Think creatively to anticipate, identify and solve problems	✓	
Excellent written and communication skills to a range of audiences including parents and the wider school community	✓	
Personal Attributes		
Demonstrates Integrity and confidentiality	✓	
Ability to work flexibly as part of a team	✓	
Self-motivated and able to motivate others	✓	
High levels of commitment and enthusiasm	✓	
Able to remain calm under pressure	✓	
Demonstrates commitment to the role with good attendance and punctuality	✓	

A background image showing a large group of children in a classroom, all with their hands raised in the air, suggesting an active learning environment or a Q&A session.

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions, then we'd be delighted to hear from you. Please contact Carrie Burbidge our Personal Assistant to the Senior Leadership Team via c.burbidge@ryburn.tlt.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.