



School Administrator / Receptionist

Could you be at the heart of our busy school office?

Belmont Infant & Junior Schools, Rusper Road, N22 6RA

32.5 hours per week: Term time only

8.30am-4pm

40 weeks: this includes inset days and one week to be at the discretion of the school

Scale 4 (Scale 4 Point 7 Service 1 - 4 years)

Full Time Equivalent: £31,290

Actual: £26,455.26

Closing date: Thursday 22 October 2026 at 9am

Belmont is a **happy, inclusive and nurturing school with a fantastic community and a friendly, highly motivated staff team.**

We are looking for an organised and digitally confident Admin Assistant / Receptionist to join our close-knit office team.

This is not a quiet desk job!

Our school office is a busy, dynamic place where no two days are the same. One minute you may be helping a parent at reception, the next updating information on our Management Information System, responding to an email, handling an attendance query or supporting a member of staff.

You'll need to be someone who enjoys variety, can manage frequent interruptions and is brilliant at keeping several plates spinning at once, without losing sight of the detail or the person standing in front of you.

Strong IT and digital skills are essential. We are continually developing our digital systems and processes, so we are particularly keen to meet someone who is confident with technology, learns new systems quickly and looks for smarter and more efficient ways of working.

We'd love to hear from you if you are:

- **Digitally confident**, with strong IT skills and the ability to learn new systems quickly;
- **Highly organised**, accurate and able to prioritise a varied workload;
- Comfortable working in a **fast-paced environment with regular interruptions**;
- Able to **juggle competing demands** and know what needs your attention first;
- **Warm, calm and confident**, with excellent communication and customer-service skills;
- A genuine **team player** who enjoys being part of a close-knit team;
- Professional and discreet when handling sensitive and confidential information;
- Positive, proactive and willing to get stuck in when something needs doing.

Experience of working in a school office, managing pupil attendance or using a school MIS such as Arbor would be an advantage, but just as important is bringing the right skills, energy and attitude to the role.

What will you be involved in?

You'll play an important role across the day-to-day life of the school, including:

- Reception and front-of-house;
- General school administration;
- Attendance;
- Admissions;
- Finance support;
- After school activities;
- Resources and supplies
- Supporting staff, pupils and families.

Above all, you will be an important part of the team that helps our school run smoothly and ensures children, families, staff and visitors receive a warm, helpful and professional welcome.

Come and join us

If you are looking for a role where you can use your organisation, people skills and digital expertise in a lively and rewarding environment, we would love to hear from you.

Great team. Great community. Busy days. Lots of variety. And a role that really matters!

A full job description and application form are available from the Office Manager, Emily Jeffers:

Emily.jeffers@belmontjnr.haringey.sch.uk

If you would like an informal conversation about the role or to arrange a visit please email the office.

Belmont Infant and Junior Schools are committed to safeguarding and promoting the welfare of all pupils.

Appointments are subject to an enhanced Disclosure and Barring Service (DBS) check and all other pre-appointment checks as outlined in Keeping Children Safe in Education (KCSIE) 2026.

At Belmont, we value the diversity of our children, families and staff and want our team to reflect the community we serve.

We are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. We are committed to a fair and inclusive recruitment process and to providing reasonable adjustments where required.