**Job Advert**
**School Receptionist**

**Contract type:** Fixed Term, 22.5 hours per week term time only
Monday – Friday, 11.30am-4pm

**Location:** Gatley Primary School

**Required from:** As soon as possible

**Salary:** Scale 3 Point 5-6 £26,427 - £26,847
ACTUAL SALARY FOR PRO RATA STAFF £13,746.51-£13,964.84

**Closing date**: 30th November 2026

**Interview date**: 3rd December 2026

**About the Role:**

Gatley Primary School is seeking a warm, welcoming, and highly organised School Receptionist to be the first point of contact for our pupils, parents, staff, and visitors. In this vital front-of-house role, you will help set the positive, caring tone of our school community while ensuring our busy main office runs smoothly and safely every day.

Key Responsibilities

• Front-of-House Welcome: Greet parents, pupils, and visitors in a friendly, professional manner, managing the main entrance and visitor sign-in system.

• Safeguarding & Security: Maintain strict security protocols, verify visitor identification and DBS clearances, and issue appropriate lanyards.

• Communications: Manage the school's main telephone line and general email inbox, dealing with enquiries promptly or directing them to the right staff member.

• Attendance & Records: Update daily pupil attendance registers, log late arrivals, and follow up on unexplained absences using our Management Information System.

• General Administration: Process incoming and outgoing post, coordinate deliveries, manage school text/email communications to parents, and provide general clerical support to the Senior Leadership Team.

**About Education Learning Trust:**

Education Learning Trust is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. We are very proud of our inclusive ethos to Collaborate, Empower and Achieve and provide over 490 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

As a valued member of our Trust, you'll enjoy a comprehensive and rewarding benefits package. This includes a highly competitive salary, a respected and generous pension scheme, and outstanding opportunities for career progression and professional development. We are also committed to supporting your health and wellbeing, offering access to our award-winning employee assistance programme and a wide range of employee benefits and discounts.

Our vision at ELT is to create an exceptional learning journey for all, by providing:

- exciting, innovative and challenging learning communities
- school improvement strategies arising from evidenced based research and professional enquiry
- opportunities for professional development and leadership
- a celebration of the diversity and uniqueness of individual settings
- innovation in practice by recognising the value of learning partnerships, both locally and nationally

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

**All offers of employment are subject to** a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks.

**It is an offence to apply for a role if** you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:
https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.'

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We welcome applications from disabled candidates and will make reasonable adjustments throughout the recruitment process.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE).

Please send completed applications to **Vacancies@gatleyprimary.com**