

Job Introduction

We are recruiting a Receptionist/Admin Assistant

We are seeking to recruit an excellent Administration Assistant. This is a unique and exciting opportunity for someone to work with an outstanding team in a supportive, challenging but friendly environment. No two days are the same, the Admin Team motto is 'Never a dull moment, expect the unexpected!'. Ideally, you will have had school-based or office experience.

We are looking for someone who:

- has experience working in administration and is passionate about working in a school
- is competent to answer the telephone and respond to emails
- has excellent multi-tasking skills, alongside the ability to be flexible and adaptable in a constantly changing environment
- can work independently and as part of a team
- is friendly and able to communicate effectively, warmly and professionally
- is organised and able to prioritise activities, often to tight deadlines
- can use their initiative, with a 'can do' approach to resolving problems
- is a multi-tasker who thrives on being busy!
- can deal with constant interruptions with a smile on your face
- has previous experience with school systems e.g. IBC and Arbor (desirable, but training can be given)
- can prioritise and cope with the morning and afternoon rushes
- has excellent communication skills and is confident in liaising with all colleagues, children, parents, and outside agencies
- is IT literate, particularly with Microsoft Office
- has the equivalent of GCSE C/4 or above in Maths and English
- is first aid qualified or prepared to become first aid trained.

Your duties will include:

- being one of the first points of contact dealing with telephone calls, emails, parents and visitors
- being confident about running the reception for periods on your own
- forming an integral part of the school and will need to embrace our school motto 'Aiming for Excellence.'
- being involved in administrating the various school systems e.g. relating to dinners, trips, appeals, free school meals, and attendance
- providing administrative support to the Senior Leadership Team including the Headteacher
- providing first aid treatment and tending to the medical needs of the children
- keeping accurate medical records and equipment
- providing hospitality for our visitors.

We can offer you:

- an excellent learning environment
- highly motivated and well-behaved children
- a talented, supportive, and friendly team
- opportunities for Continuing Professional Development.

If you feel Castle Hill Primary School is the place for you, we would love to meet you.

Closing Date: 12 noon on 21st March 2026

Start Date: April/May 2026

Job Reference: EPSEDJOBS/1208/10130

Contract: Permanent, Part-time

Salary: Grade B - £24,796 FTE (Actual Salary £15,190)

Hours of Work:

Term time 39 weeks, 26.5 hours per week

9:00 - 13:30 Monday, Thursday and Friday

9:00 - 16:00 Tuesday and Wednesday

Location of Role: Castle Hill Primary School, with flexibility to move between the two sites

Interview Date: 24th March 2026 - details to follow if shortlisting is successful

The closing date for applications is Thursday 24th March at 12 noon, although we do reserve the right to close earlier if sufficient interest is received. Interviews will take place on Tuesday 24th March.

Application Procedure

Visits to the school are positively encouraged and welcomed. To arrange a visit, to find out more about the role or to request an application pack, please contact the school at admin@castlehillprimary.net or telephoning the school office on 01256 473 777

For more information about the school and our team please visit our website www.castlehillprimary.net