

JOB ADVERT

Position:	Receptionist and Administration Assistant
Pay Scale/Spine Points:	Scale 5, Spine Points 10-13. Annual Salary Range: £27,694-£29,064 PA, Actual Salary: £14,117-£14,815 PA. Pay Award Pending.
Working Pattern:	22 Hours per working week. Wednesday and Thursday 8.30am to 4.30pm and Friday 8.30am to 4pm. Term time plus Inset Days. Working 39 weeks per year.
Contract Type:	Fixed Term Contract (FTC)

We are seeking a friendly, organised and professional Receptionist and Administration Assistant to join our Academy's main office team on a **fixed-term contract** until 31 December 2026. This key front-of-house role offers an excellent opportunity to contribute to the smooth and efficient running of a busy academy environment.

Ramsden Hall Academy is proud to hold a Good Ofsted rating, with our residential provision rated Outstanding. We are a specialist residential school for boys aged 10 to 16 with an Education, Health and Care Plan (EHCP) for Social, Emotional and Mental Health (SEMH) needs, providing a supportive, structured and inclusive learning environment.

About the Role

As Receptionist and Administration Assistant, you will be the first point of contact for visitors, parents, carers and external stakeholders. You will provide a high-quality reception service while delivering a broad range of administrative support to the Academy.

You will play an important role in ensuring the Academy operates professionally, securely and efficiently, while contributing positively to our welcoming school environment.

Key Responsibilities

- Act as the first point of contact for all telephone and face-to-face enquiries.
- Provide a warm, professional and courteous welcome to all visitors.
- Manage academy security procedures, including visitor sign-in, badges and access fobs.
- Administer the main school email inbox and provide general clerical support.
- Support parents and carers by handling enquiries or signposting as appropriate.
- Liaise with staff, the Trust and external providers as required.
- Maintain accurate records on MIS systems, including staff CPD and training records.
- Provide administrative support for events, meetings and academy activities.
- Manage post, filing, photocopying, scanning and document storage in line with GDPR.
- Assist with uniform sales, stock monitoring and financial record-keeping.
- Maintain office supplies and ensure reception and office areas remain tidy and presentable.
- Act as Fire Marshal for the designated area (training provided).

The successful candidate will:

- Have excellent communication and interpersonal skills.
- Be highly organised, reliable and able to manage multiple tasks effectively in a busy environment.
- Demonstrate a high level of professionalism, discretion and attention to detail.
- Be confident using IT systems, including email and management information systems (MIS).
- Be able to work collaboratively as part of a team and build positive working relationships with staff, pupils, parents and external visitors.
- Show a strong commitment to safeguarding and promoting the welfare of children and young people.
- Have previous experience in a receptionist or administrative role, which is essential.

We will offer you:

At Ramsden Hall Academy, we're proud to provide a supportive and rewarding working environment. As part of our team, you'll benefit from:

- A welcoming and collaborative atmosphere where your contributions are valued
- Automatic enrolment into the Local Government Pension Scheme
- Continuous Professional Development (CPD) opportunities to help you grow
- Access to the Blue Light Card scheme — offering over 15,000 discounts online and in-store for those in the NHS, emergency services, social care, armed forces, and education sectors
- Free onsite car and bicycle parking
- Access to our Employee Assistance Programme for wellbeing and support
- Excellent on-site facilities, including catering services when operational
- A chance to work in a Residential Academy dedicated to nurturing every pupil's potential

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter- HR Operations Manager on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to jquilter@ramsdenhall.org.uk (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 5 June 2026.