



# WILDMOOR HEATH SCHOOL



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

**RECRUITMENT PACK**

Wildmoor Heath School,  
Lower Broadmoor Road,  
Crowthorne,  
Berkshire, RG45 7HD

Telephone: 01344 772034

Email: [secretary@wildmoorheath.org.uk](mailto:secretary@wildmoorheath.org.uk)



Dear Candidate,

Thank you for your interest in the role of **Receptionist Administrator/Attendance Officer** at Wildmoor Heath Primary School. We are delighted you are considering joining our team.

Wildmoor Heath Primary School is a successful, inclusive school at the heart of its local community. Our outstanding location, with the beautiful Wildmoor Heath Nature Reserve on our doorstep, provides regular opportunities for outdoor learning and environmental education. On site, our pupils also benefit from Wildwood Forest School and our Growing Garden raised-bed area, which help bring learning to life.

At Wildmoor, we are committed to providing an exceptional and inclusive education within a nurturing environment, where every child is encouraged and supported to achieve their very best. Our vision is to develop the whole child—helping pupils to grow into confident, resilient and articulate individuals, who are also caring and responsible members of their community.

We are proud of our dedicated staff team, our strong partnerships with families and the wide range of enriching opportunities we offer our pupils. Together, we create an ambitious, supportive culture where children and adults alike can thrive. We have excellent links with local secondary schools, including Wellington College and Edgbarrow School, as well as with other schools within our trust.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Wildmoor Heath School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by phoning 01344 772034 or emailing [secretary@wildmoorheath.org.uk](mailto:secretary@wildmoorheath.org.uk).

If you are an enthusiastic teacher who shares our values and is passionate about making a real difference, we would love to hear from you. We look forward to receiving applications from candidates whose personal qualities, values and experiences align with our own.

Yours sincerely

Clare Vincent,

Headteacher

## ABOUT OUR SCHOOL

Wildmoor Heath Primary School is a thriving, welcoming school at the heart of its community. We are proud of the strong partnerships we build with families, recognising that a close relationship between home and school is key to nurturing confident, responsible young citizens who make a positive contribution to the world around them. Pupil leadership is an important part of our ethos. Children are given many opportunities to take on roles of responsibility, helping them to develop independence, confidence and a sense of service. These include:

- Head Boy/Girl and Deputies (Year 6)
- House Captains (Year 6)
- Reading Ambassadors/Librarians (Year 6)
- Computing Ambassadors (Year 6)
- School Council (Years 1–6)
- Eco, Kindness, Music and Diversity Ambassadors (Years 1–6)

Our curriculum is built on the National Curriculum, with carefully mapped progression across all subjects to ensure a coherent and systematic development of knowledge and skills throughout each child's seven-year journey with us. Beyond this, our Curriculum Enrichment Areas offer pupils memorable and meaningful experiences that extend their learning and personal growth. These are:

- Environment
- Opportunities
- Community
- Communication
- Wellbeing

Our core values, chosen collectively by staff, pupils and parents, are woven through every aspect of school life and guide the way we learn, work and grow together:

- Respect
- Independence
- Resilience
- Honesty

We are proud of our highly experienced and dedicated staff team, who work collaboratively to inspire, challenge and support our pupils. Through their expertise, commitment and care, every child has the opportunity to achieve their best and take pride in their learning and achievements.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC pay scale, points 2-6 £25,142- £26,718 per annum (£10,054- £10,685 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

17.5 hours per week, 8.30am – 12noon term time plus one INSET day in September.

## PLACE OF WORK

Wildmoor Heath School, Lower Broadmoor Road, Crowthorne, Berkshire, RG45 7HD.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.



# JOB DESCRIPTION

<b>Post:</b>	Receptionist Administrator
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	n/a

## JOB PURPOSE

To provide high-quality reception and administrative support, contributing to the smooth and efficient running of all school administrative functions.

## MAIN DUTIES AND RESPONSIBILITIES

### Reception & Communications

- Undertake reception duties, acting as the first point of contact for staff, parents, pupils and visitors.
- Respond to enquiries via telephone, email and face-to-face in a professional and welcoming manner.
- Manage day-to-day requests such as delivering pupil belongings and passing on parental messages to class.
- Maintain a gold standard of communication across all interactions – face-to-face, by phone and in writing.

### Administrative Systems & Records

- Develop strong working knowledge of BromCom and other school administration systems.
- Maintain the accuracy and integrity of school records and data in line with GDPR and safeguarding requirements.
- Support the School Administrator and Headteacher with administrative tasks as required.
- Undertake all duties with professionalism, confidentiality and discretion.

### Attendance Officer Responsibilities

- Monitor daily pupil attendance, ensuring registers are completed and followed up promptly.
- Contact parents/carers regarding pupil absences in line with school procedures.
- Record, update and maintain attendance data accurately on BromCom and other school systems.
- Produce attendance reports for SLT, class teachers and external agencies when required.
- Identify and flag patterns of concern (e.g., persistent absence or lateness) and escalate promptly in line with safeguarding and attendance procedures.
- Liaise with parents, staff and external partners to support improved attendance and punctuality.
- Support statutory processes such as Penalty Notices, Attendance Action Plans and meetings with families.

### Trips, Events & School Activities

- Coordinate and administer school trips, including communication, paperwork and logistics.
- Update the school website (e.g. uploading trip letters, updating the calendar).
- Support organisation and communication for charity and fundraising events (e.g. Red Nose Day, Children in Need), including setting up payment systems.

### Pupil & Staff Support

- Provide basic first aid to pupils (training will be provided if required).

- Maintain stock and supplies for curriculum and non-curriculum resources, including raising purchase orders and liaising with the GLT Finance Team.
- Contribute to the overall aims and smooth running of the school, working collaboratively with all colleagues and attending relevant meetings when required.

**Safeguarding, Policies & Professional Standards**

- Follow policies and procedures relating to child protection, health and safety, welfare, security, confidentiality, data protection and GDPR, reporting concerns promptly to the appropriate person.
- Actively support and promote the school's and Trust's Equal Opportunities policies.
- Carry out any other reasonable tasks arising from the day-to-day needs of a busy primary school.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
GCSE English and Maths grade C/5 (or equivalent)	x	
Willingness to undertake training relevant to the role (e.g. first aid, BromCom)	x	
Qualifications in administration or customer service		x
First Aid qualification		x
<b>Experience</b>		
Experience of working in an administrative, customer-facing or reception role	x	
Experience using IT systems for data entry, communication or record-keeping	x	
Experience dealing with a range of stakeholders (parents, staff, visitors)	x	
Experience working within a school or educational environment		x
Experience with school Management Information Systems, preferably Bromcom		x
Experience managing or supporting pupil attendance procedures		x
<b>Knowledge and Skills</b>		
Excellent communication skills (written, verbal and face-to-face)	x	
Strong organisational and time-management skills, with the ability to prioritise effectively	x	
High level of accuracy and attention to detail	x	
Ability to maintain confidentiality and handle sensitive information securely	x	
Ability to remain calm, professional and welcoming in a busy school environment	x	
Ability to work effectively both independently and as part of a team	x	
Knowledge of safeguarding and GDPR requirements within a school context		x
Understanding of statutory attendance processes and terminology		x
Familiarity with school office procedures and communication protocols		x
<b>Personal attributes</b>		
Warm, approachable and child-centred	x	
Reliable, punctual and committed to high standards	x	
Proactive and able to use initiative to solve problems	x	
Flexible and adaptable to the changing needs of a busy primary school	x	
Resilient, with the ability to remain professional under pressure	x	
Commitment to equality, diversity and inclusion	x	
<b>Safeguarding</b>		
A clear understanding of the need to safeguard children and maintain confidentiality at all times	x	
Commitment to following school and Trust safeguarding policies and reporting concerns appropriately	x	



# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Friday 9th January 2026**.

Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held in the week beginning **Monday 12th January 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on **Monday 2nd February 2026**.



**GREENSHAW**  
LEARNING TRUST



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## FURTHER INFORMATION

Thank you for your interest in working at  
Yate Academy as part of Greenshaw  
Learning Trust.

Should you need any further information,  
please contact  
NAME AND EMAIL ADDRESS

