

SHAVINGTON ACADEMY
Rope Lane, Shavington, Cheshire CW2 5DH

Tel: 01270 260717

Email: recruitment@shavington.Academy

Website: www.shavington.Academy

Headteacher: Mrs Emma Casewell



Applications are invited for the full-time permanent post of

Receptionist

Required to start ASAP

Salary: £22,424 per annum

37 hours per week, 39 weeks per year

Trustees are looking to appoint a suitably experienced individual to be part of a welcoming team who are the face of the Academy at our Reception.

The successful candidate will provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly. They will act as an initial point of contact for visitors, dealing with enquiries from parents, businesses and members of the public.

They will also be responsible for signing pupils in/out of the building, checking and signing for deliveries and undertaking other administrative tasks as required.

CORE PURPOSE

- Receive telephone and other communications to enable effective liaison and recording of incoming information. Screening messages and requests and deciding upon appropriate course of action, having regard for the need to preserve an efficient image to the public of the school.
- Manage the process of signing in/out for staff, pupils and visitors
- Organise the booking of meeting rooms, as requested by staff members
- Read incoming correspondence, sort priority mail and distribute to the department.
- Undertake typing generated by the Academy to ensure that all correspondence and other texts are dealt with promptly and to a high standard. Send and receive e-mails on behalf of the Academy.
- Undertake general office duties as required e.g. ordering supplies, photocopying, shredding, maintenance of forms registry, to ensure that operational needs are met.

DUTIES AND RESPONSIBILITIES

Support for the Team

- Work alongside the current reception team
- Security of highly confidential and sensitive information
- Maintenance of relevant filing systems
- Inputting of information onto computerised systems
- Word processing and distribution of relevant documents
- Arranging tours with parents and carers as directed by the Head
- Visitors received and looked after until member of Department is available
- First point of contact, respond to telephone and face to face queries and redirect as necessary
- Secretarial and administrative support to the Department
- Deal with messages and requests from parents, carers and outside agencies and decide upon appropriate recipient or course of action
- Ensure all visitors to the Academy meet safeguarding requirements
- Prioritise incoming post and messages and filter calls
- Responding to difficult phone calls and managing with reference to the Academy's processes

General Duties

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals both internally and externally
- Attend and participate in relevant meetings as required
- Participate in training and other professional learning opportunities as required
- Promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning
- Work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Improve own practice, including through observation, evaluation and discussion with colleagues
- Attend team meetings on a regular basis as agreed
- Attend whole school events, these hours will be negotiated as part of additional working time
- Be willing to undertake first aid training

PERSON SPECIFICATION

Qualifications	Essential/Desirable
At least intermediate level Qualifications, such as GCSE A*- C in Mathematics and English, or NVQ Level 2 and willingness to work towards Advanced or Level 3	
High level of academic literacy	
Experience	
Ability and experience of three years or more working in an administrative setting, a school setting would be advantageous	
Experience of managing the prioritisation of workload	
Experience of the use of ICT, Microsoft word, excel, PPT, including data input, with accuracy	
Experience of planning and minuting meetings	
Experience of monitoring, recording and reviewing pupil progress	
Professional Knowledge and Understanding	
Some knowledge of relevant policies/codes of practice and awareness of relevant legislation	
Skills, Abilities and Personal Qualities	
Excellent numeracy/literacy skills	
Good communication skills orally and in writing	
Excellent organisational skills and ability to meet deadlines	
Ability to work sensitively in partnership with adult colleagues	
Ability to work constructively as a proactive team member, understanding roles and responsibilities and own position within these	
Committed to continually improving performance of self and team	
Ability to produce and adapt learning materials using ICT	
Able to work creatively, flexibly, with enthusiasm and with initiative	
Resilience and determination when faced with difficult tasks	
Commitment to the protection and safeguarding of children and young people	

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job

Closing Date: Friday 24th April 2026 @ 12 noon
Interviews Week Commencing: Monday 27th April 2026

Application packs are available from the Academy website: www.shavington.academy
or by emailing: recruitment@shavington.academy

Please note that only fully completed Academy applications forms will be considered