



KING'S LEADERSHIP  
ACADEMY WAVERTREE

# Recruitment Guide

## Receptionist

Wavertree Hub, King's  
Wavertree & King's  
Phoenix

**Location:** King's Leadership Academy  
Wavertree & King's Leadership  
Academy Phoenix

**Contract:** Permanent, Term Time only

**Actual Salary:** £21,588 - £21,930

**Start Date:** September 2026



  @GSTSchools



# WELCOME TO THE GREAT SCHOOLS TRUST

“Excellence is not a destination – it is who we are, every day.”

Welcome to Great Schools Trust, where belief in every child’s potential meets the daily habits that make success inevitable. In our schools, excellence is not left to chance. It is embedded through clear routines, ambitious teaching, compassionate leadership and a culture where character matters.



#### Our Mission:

To develop in every student the academic skills, intellectual habits, qualities of character, and leadership traits necessary to become a successful, healthy citizen in the global community.



#### Our Vision:

To build a family of outstanding academies where all students, irrespective of their starting points, flourish, are happy and achieve their full potential.



#### Our Values – ASPIRE

- Aspiration
- Self-awareness
- Professionalism
- Integrity
- Respect
- Endeavour



#### Our Pillars of Excellence:

##### People & Leadership –

Growing exceptional leaders who inspire, empower and deliver.



##### Character & Leadership –

Building resilience, integrity and aspiration through values-led education.



##### Educational Transformation –

Relentlessly improving teaching and learning for every child.



##### AI & Future Learning –

Harnessing innovation and technology to personalise and future-proof learning.



##### System Leadership –

Driving improvement across schools with trust-wide accountability and collaboration.



##### Educational Partnerships –

Working with families, communities and global partners to extend opportunity.

#### National Recognition:

- National Behaviour Hub Lead MAT
- EduRio Top 10 for Staff Satisfaction (2024)
- Most Improved MAT in the Northwest for Progress 8 (2023–24)
- Home to the IPCL: The Institute of People, Character & Leadership

## WELCOME FROM THE CEO

### Shane Ierston Chief Executive Officer



At the Great Schools Trust, we hold a simple belief: educators deserve the space, support and trust to do what they came into this profession to do. To inspire young minds and to shape the future with hope and purpose.

This year has reminded us of the extraordinary things that happen when we work together with shared belief and a deep commitment to helping every child flourish. Innovation has been at the heart of this, especially our new AI-powered assessment platform, which is now rolling out across the Trust. It is already saving teachers hundreds of hours each year. That is not just a technological achievement. It is time genuinely returned to you.

Less pressure, fewer late nights and more energy for the work that truly matters.

No educator enters this profession expecting to battle endless admin. They choose this path because they care. Our responsibility, as a Trust, is to make sure you can keep doing what you love, supported, valued and encouraged every step of the way.

Over the past year, we have continued to build a culture where people feel heard, respected and safe to grow. Our recent Edurio survey placed us in the top ten trusts nationally for staff wellbeing and organisational values. This reflects the warm relationships, thoughtful leadership and collective purpose that define our community. It also speaks to the consistency across our family of schools. All our academies are judged Ofsted Good or higher, something we are proud of because it represents the everyday dedication of our staff.

As our people thrive, so do our students. Across our academies, we are seeing outcomes that challenge expectations and transform futures.

With 70 percent of students entering the English Baccalaureate and our schools are closing the Progress 8 gap between disadvantaged and non-disadvantaged students, our belief in social mobility is more than a vision. It is becoming a reality.

If you are considering joining us, we would love you to know this: you are not just stepping into a job. You are joining a community. A community that invests in you, trusts you and stands beside you. You will be welcomed into a family that celebrates your strengths, supports your growth and believes in the difference you can make.

Credo, Credimus:  
"I believe, we believe."

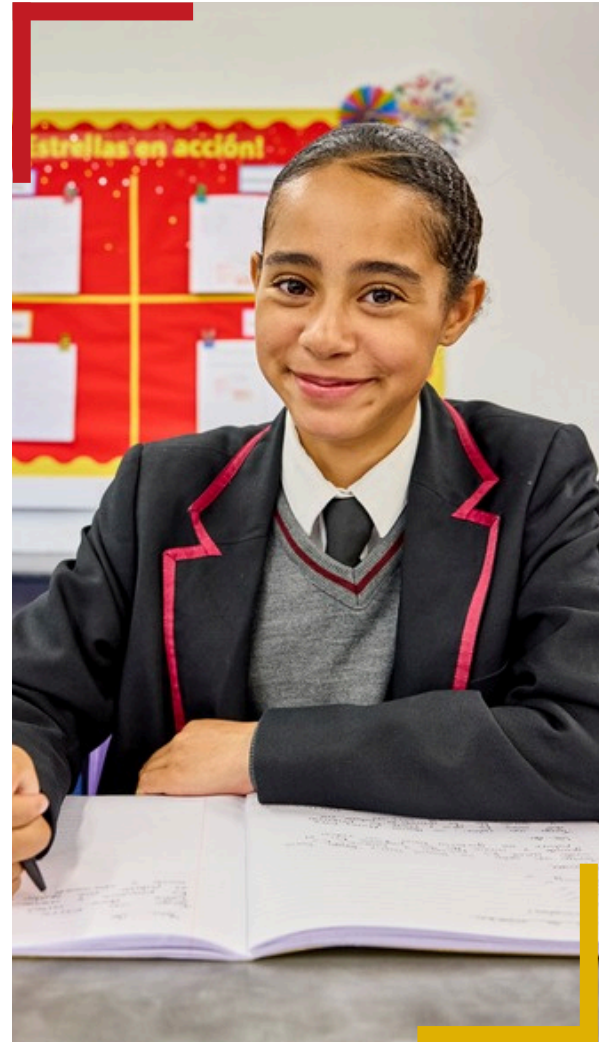
We believe in every child.  
We believe in every member of staff.  
And we believe in what we can achieve together.

Shane Ierston, CEO

*Shane Ierston*



GREAT SCHOOLS  
TRUST





## WELCOME FROM THE PRINCIPAL

Benjamin Barker  
Principal of Wavertree



At King's Leadership Academy Wavertree, we are setting a new benchmark for secondary education. As the newest addition to the Great Schools Trust - a nationally recognised family of academies with a track record of excellence across secondaries, primaries, and alternative provision - we are not replicating what already exists. We are building what education needs next.

In September 2025, we opened with our founding Year 7 cohort our pioneers. They will shape the identity of a school rooted in transformation, character, and academic ambition. Every element of our design is deliberate: our values-led culture, our

high-expectation routines, and our ambitious curriculum are unapologetically focused on creating the conditions in which children from all backgrounds can thrive.

We are guided by our ASPIRE values - Achievement & Aspiration, Self-awareness, Professionalism, Integrity, Respect, and Endeavour - which sit at the heart of everything we do. These are not posters on a wall. They are habits, explicitly taught and reinforced through every interaction, every lesson, and every leadership opportunity so that we can build one of the most successful schools in the country.

Our curriculum is knowledge-rich, culturally inclusive, and unashamedly academic. It is sequenced with precision and taught with rigour, giving every student the tools to access elite universities, prestigious apprenticeships, or high-level careers. But our offer extends beyond the classroom: every child will experience residentials, family dining, music, sport, leadership, and service - without cost and without exception.

We are also rethinking what it means to work in education. Our approach to staff development is rooted in trust, collaboration, and professional respect. Weekly coaching, protected time for curriculum development, and our bespoke AI systems ensure staff focus on what matters most - teaching and improving. This is a place where talented professionals can master their craft, shape something exceptional, and be part of a national story of educational renewal.

If you believe education should be transformative, not transactional - if you are ambitious for the children who need it most - and if you are ready to help create a national flagship for excellence, I invite you to get in touch. I would welcome a conversation about how you might contribute to continuing our founding story.

Benjamin Barker



KING'S LEADERSHIP  
ACADEMY WAVERTREE

## Staff Benefits & Wellbeing

### What We Offer

At our Trust, we are committed to creating an exceptional working environment where staff feel valued, supported and empowered to thrive. We believe that investing in our people is the foundation of outstanding education.

### A Trust That Prioritises Staff Wellbeing

- A culture where staff wellbeing underpins decision-making
- Strong pastoral support and leadership that genuinely listens
- A collaborative, family-oriented environment across all academies

### Professional Benefits & Career Development

- Highly competitive salaries that reward excellence
- Access to CredimusAI, saving significant time and reducing workload
- A personal device for all teaching staff to support professional practice
- Weekly leadership link meetings to support development and progression
- Clear career pathways, with rapid promotion for the right candidates
- Trust-wide collaboration, sharing expertise and supporting other schools
- Strategic input into our new building, shaping facilities for future generations

### Health, Wellbeing & Personal Support

- Benenden Health membership (optional £15.50 per month), with day-one access to:
  - 24/7 GP and mental health helplines
  - Specialist advice for adult care, neurodiversity and disability
  - Fast access to diagnostics, physiotherapy, mental health support and cancer advice
  - Support for tuberculosis and selected surgical procedures (subject to eligibility)
  - No medical checks, excess fees or age-related pricing
  - Option to add family members at additional cost
- BUPA Employee Assistance Programme (Trust-funded), providing:
  - Counselling and emotional wellbeing support
  - Legal, financial and family care advice
  - 24/7 confidential assistance
- Generous occupational sick pay, maternity/paternity provision and family-friendly policies

### Financial, Lifestyle & Community Benefits

- Cycle to Work salary sacrifice scheme
- Membership of the Teachers' Pension Scheme or Local Government Pension Scheme
- Opportunities to engage with the local community through fundraising and charity work
- The chance to contribute to trust-wide culture, innovation and school improvement





## About the Role

**Location:** King's Leadership Academy Wavertree/Phoenix

**Contract:** Permanent

**Reports to:** Operations Manager

**Salary:** Scale 3. Pts 5-6 (£25,583 - £25,989 FTE)

**Actual Salary:** £21,588 - £21,930

**Hours:** 37 Hours per week, Term Time Only

The normal working pattern will be 9.30am to 6.00pm on Monday, 10.00am to 6.00pm Tuesday to Thursday and 10.00am to 5.00pm on Friday, with a 30-minute unpaid break each day, normally taken between 1.45pm and 2.15pm.

**Start Date:** September 2026

This is a key front-of-house role supporting the Great Schools Trust Wavertree Hub across King's Phoenix and King's Wavertree.

The role will involve working across King's Phoenix and King's Wavertree, Monday to Friday during term time. The postholder will normally be based at King's Phoenix during the morning, take a 30-minute unpaid break, then be based at King's Wavertree during the afternoon.

The usual pattern will be King's Phoenix from 10.00am to 1.45pm, followed by an unpaid break from 1.45pm to 2.15pm, then King's Wavertree from 2.15pm until finish. On Mondays, the postholder will start at 9.30am to support opening, preparation and handover arrangements.

The two sites are located across the road from each other. The successful candidate will need to be organised, flexible and able to manage movement and handover arrangements effectively between both academies.

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# Job Description

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## 1) Reception & Front-of-House Duties

- Provide a warm, professional and welcoming reception service for visitors, parents, carers, students, staff and external agencies.
- Act as a first point of contact, dealing with enquiries in person, by telephone and by email.
- Answer and transfer calls, take accurate messages and ensure information is passed on promptly.
- Maintain a tidy, organised and professional reception area.
- Support effective daily handover between King's Phoenix and King's Wavertree.
- Provide reception cover in line with the agreed working pattern across both academies.
- Provide refreshments and hospitality for visitors, meetings and events where required.
- Represent the Trust and both academies positively at all times.

## 2) Visitor management, safeguarding & security

- Ensure all visitors are signed in and out in line with safeguarding procedures.
- Check visitor identification, issue badges or lanyards and ensure visitors are aware of safeguarding arrangements.
- Ensure visitors are escorted or supervised in accordance with academy procedures.
- Monitor access to the site and report any safeguarding or security concerns promptly.
- Promote and contribute to the safeguarding and welfare of children and young people at all times.

## 3) Support for academy operations

- Provide administrative support to the Operations Manager, senior leaders and wider administrative teams as required.
- Assist with meetings, parent/carer events, school functions and other academy activities.
- Support room bookings, meeting preparation, visitor hospitality and resource coordination.
- Help monitor and order office supplies and reception resources in line with procurement procedures.
- Report issues with reception equipment, printers, photocopiers or IT systems as required.
- Work flexibly with colleagues across both academies to support the effective operation of the Wavertree Hub.

## 4) Communication and administration

- Manage routine enquiries from parents, carers, staff, students and external agencies, escalating where appropriate.
- Support shared inboxes, correspondence, letters, forms, notices and other communications.
- Organise incoming and outgoing post and distribute documents appropriately.
- Maintain accurate manual and electronic records in line with academy procedures.
- Support the use of school information systems, ensuring records are accurate and up to date.
- Undertake general administrative duties including printing, photocopying, filing, scanning and data entry.
- Complete general administrative tasks as reasonably requested by the Operations Manager, senior leaders or appropriate colleagues at either academy, provided they are commensurate with the grade and nature of the post.

## 5) Emergency procedures

- Respond promptly to emergencies, following academy procedures.
- Contact first aiders, senior staff or emergency services where required.
- Support evacuation procedures, including managing visitor sign-in information.
- Ensure relevant registers, visitor records and staff information are available at the assembly point where required.
- Liaise with staff during emergencies to support the safety of students, staff and visitors.

## 6) Confidentiality, data protection and professional standards

- Handle all information with discretion and confidentiality.
- Comply with data protection legislation, GDPR requirements and academy policies.
- Follow all relevant Trust and academy policies and procedures.
- Complete mandatory and role-specific training as required.
- Maintain high standards of professionalism, accuracy and presentation.
- Demonstrate commitment to the Trust's values and the ethos of both academies.
- Carry out any other duties that are commensurate with the grade and nature of the post.

## Person Specification

Category	Essential	Desirable
Qualifications	<p>GCSE English and Maths at Grade C/4 or above, or equivalent.            Good standard of literacy and numeracy.            Willingness to undertake relevant training, including safeguarding and role-specific systems training.</p>	<p>NVQ Level 2 or equivalent qualification in Business Administration, Customer Service or a related area.            First aid qualification, or willingness to undertake first aid training.            Relevant ICT or administration qualification.</p>
Experience	<p>Experience of working in a public-facing, reception, customer service or administrative role.            Experience of dealing professionally and effectively with a wide range of people.            Experience of undertaking administrative tasks accurately and efficiently.            Experience of working successfully as part of a team.            Experience of handling confidential information appropriately.</p>	<p>Experience of working in a school, academy or education setting.            Experience of working across more than one site or supporting multiple teams.            Experience of using school management information systems such as Bromcom or equivalent.            Experience of working with parents, carers, children or young people.            Experience of using telephone switchboard systems or shared inboxes.</p>
Skills, knowledge and abilities	<p>Excellent communication skills, both verbal and written.            Professional, welcoming and approachable manner.            Strong organisational skills and ability to prioritise tasks.            High level of accuracy and attention to detail.            Good ICT skills, including email and Microsoft Office or equivalent.            Ability to maintain accurate records and follow procedures.            Ability to remain calm and professional under pressure.            Ability to use initiative and escalate concerns appropriately.            Understanding of confidentiality, data protection and GDPR.            Understanding of safeguarding responsibilities in a school environment.            Ability to work flexibly across King's Phoenix and King's Wavertree.</p>	<p>Working knowledge of Bromcom or another school management information system.            Knowledge of school reception, visitor management and safeguarding procedures.            Understanding of academy operations and school office procedures.            Ability to support basic event coordination and meeting arrangements.</p>
Personal qualities	<p>Professional, approachable and welcoming.            Reliable, punctual and well organised.            Calm, resilient and able to manage pressure.            Discreet and trustworthy when handling sensitive information.            Flexible and willing to work across both academies.            Able to build positive relationships with colleagues, students, parents, carers and visitors.            Committed to providing a high-quality front-of-house service.            Committed to safeguarding and promoting the welfare of children and young people.            Committed to equality, diversity and inclusion.            Committed to the vision, values and ethos of the Great Schools Trust.</p>	<p>A genuine ambition to improve the life chances of young people.            Proactive approach to improving systems and ways of working.            Interest in contributing to the wider life of both academies and the Wavertree Hub.</p>



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## How To Apply

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Submit your application via [Our Website](#)

For an informal conversation about the role or to arrange a tour of our academy, please contact our Operations Manager, Louise Livingston at [l.livingston@kingswavertree.com](mailto:l.livingston@kingswavertree.com) or 0151 452 6318. King's Leadership Academy Wavertree are leading on this recruitment process, however visits to King's Phoenix are also very much welcomed.

## Appointment, Compliance & Safeguarding

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### Appointment, Terms & Compliance

This appointment is made by the Local Academy Council on behalf of the Great Schools Trust. The Job Description forms part of the contract of employment and may be reviewed as the role or organisational needs change, following consultation. The Trust will make reasonable adjustments to support applicants and employees with disabilities.

### Safeguarding & Pre-employment Checks

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people. All staff must share this commitment. As part of safer recruitment, interviews will explore motivation to work with children, ability to maintain professional boundaries, emotional resilience and attitudes to authority and behaviour management.

### Pre-Employment Checks

Any offer of employment is conditional upon the successful completion of the following:

- Proof of identity, address and right to work in the UK
- Two satisfactory references, including the most recent employer
- Verification of relevant qualifications
- Enhanced DBS check with barred list check
- Prohibition from teaching check (where applicable)
- Section 128 check (for management roles)
- Overseas police checks (where applicable)
- Occupational health clearance
- Satisfactory completion of the probationary period

### Ongoing Compliance

The postholder must comply with Trust policies, including the Staff Code of Conduct, Safeguarding and Child Protection Policy, and Staff Communication and Social Media Policy. Responsibilities may be reviewed periodically in line with Trust and academy priorities.



# KING'S LEADERSHIP ACADEMY WAVERTREE

