

CARE  
ASPIRE  
INCLUDE



# RECEPTIONIST

*Join Us*

The Romsey School  
Greatbridge  
Romsey  
Hampshire  
SO51 8ZB

01794 512334  
[jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)  
[www.romsey.hants.sch.uk](http://www.romsey.hants.sch.uk)

**#WEAREROMSEY**

# Key Information / Gateway Trust

## We have one role available.

The Receptionist role offers 37 hours per week, Term Time (39 weeks per year).

Hours 8am to 4pm.

### The Position

<b>Post Title:</b>	<b>Receptionist</b>
<b>Academy:</b>	<b>The Romsey School</b>
<b>Pay Range:</b>	<b>Support Staff C Scale</b>
<b>Line Manager:</b>	<b>Headteacher's PA</b>
<b>Team:</b>	<b>Administration Team</b>
<b>Year Group:</b>	<b>KS3 / KS4</b>
<b>Start Date:</b>	<b>As soon as possible, subject to checks</b>
<b>Closes:</b>	<b>9am 27<sup>th</sup> February 2026</b>
<b>Interview:</b>	<b>TBC</b>
<b>School Visit</b>	<b>Contact HR to arrange</b>

### HR Administrator - Applications & Procedure

	<a href="mailto:jobs@gatewaytrust.org">jobs@gatewaytrust.org</a>
Hazel Hampton:	01794 512334
:	



[www.gatewaymat.org](http://www.gatewaymat.org)

*'If you have the knowledge, let others light their candles in it' - Margaret Fuller.*

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of two Secondary Schools, five Primary Schools and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence

Gwennan Harrison-Jones  
CEO- Gateway Trust

# The Romsey School



Greatbridge, Romsey  
Hampshire  
SO51 8ZB  
Tel: 01794 512334  
Email: [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)



**11-16 Comprehensive School**

## Receptionist

**37 hours per week,  
Hours-8am to 4pm Monday to Thursday and 8am to 3.30pm on Friday  
Term Time only  
Support Staff C Scale £25,186 to £26,244 FTE per annum,  
(Actual salary £21,601.84 to £22,509.28)  
Permanent contract  
Start Date: As soon as possible (subject to checks)**

Are you a warm, organised, and professional individual looking to make a real difference in a vibrant school community? The Romsey School is seeking a receptionist to be the welcoming face of our school and a key member of our Administration Team.

### About the Role

As our receptionist, you will be the first point of contact for visitors, parents, staff, and students. You will play a vital role in ensuring the smooth running of the reception area, providing administrative support, and delivering first aid assistance when needed.

### Key Responsibilities

- Greet and assist all visitors, callers, and students with professionalism and care reflecting our values of “aspire care and include”.
- Manage visitor sign-in procedures and maintain a secure reception environment.
- Handle incoming calls, emails, post, and deliveries efficiently.
- Support general administrative tasks including attendance, data entry, and free school meal administration.

### Additional responsibilities

- Maintain accurate school records and assist with communications (such as the weekly e-Bulletin).
- Provide first aid support and maintain medical records (training provided).

## What We are Looking For

### Essential:

- GCSEs (or equivalent) in English and Maths (Grade C/4 or above).
- Experience in an administrative or front-of-house role.
- Excellent communication and interpersonal skills.
- Confident using IT systems (Word, Excel, Outlook, databases).
- Calm, organised, and able to multitask.
- Friendly, caring, and professional manner.
- Willingness to undertake First Aid at Work training.

### Desirable:

- Experience working in a school reception or administrative environment.
- Knowledge of school policies and safeguarding procedures.

### Why Join Us?

- Be part of a supportive and dedicated team.
- Work in a welcoming and inclusive school environment.
- Opportunities for training and professional development.
- Make a meaningful impact on the lives of young people.

### Staff Benefits:

- Access to our staff benefits programme, including the Cycle to Work scheme.
- 24/7 Employee Assistance Programme, free flu vaccinations, and eye care vouchers.
- Discounted lunches from our excellent in-house kitchen.
- On-site nursery (Little Sunlights) with staff discounts.
- Free on-site parking.
- Opportunities to get involved in school life, including:
  - Student leadership initiatives
  - Extracurricular sports clubs
  - Duke of Edinburgh Award
  - Educational trips (including international visits to Kenya, Iceland, Spain, Paris, and Nepal)

### Ready to Apply?

If you're passionate about providing excellent service and supporting a thriving school community, we'd love to hear from you!

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2026-RS-54436> to apply online.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service

Closing date: 9am 27<sup>th</sup> February 2026

Interviews: TBC

# Job Description – Receptionist

<b>Area:</b>	Administration Department / Reception
<b>Responsible to:</b>	Headteacher's PA
<b>Responsible for:</b>	Providing support, the Admin Team and Students whilst operating the reception.
<b>Principal Purpose:</b>	To provide a warm, professional, and efficient reception service, acting as the first point of contact for all visitors, callers, and students. The role also includes responsibility for delivering first aid support.

## Reception Duties

- Greet and assist visitors, parents, staff, and pupils in person, on the phone, and via email.
- Ensure all visitors sign in, receive visitor badges, and are checked against appropriate security procedures.
- Respond to enquiries in a courteous and helpful manner, escalating as necessary.
- Maintain a tidy, welcoming reception area that gives a positive first impression of the school.
- Receive, sort, and distribute post, deliveries, and packages.
- Update and maintain school records and databases accurately.
- Assist in producing the school's weekly e-Bulletin and other communications.

## First Aid and Medical Shared Responsibilities

- Provide first aid assistance to pupils and staff as required.
- Keep accurate medical records and incident logs.
- Liaise with staff, parents, and external medical professionals as needed.
- Hold or be willing to complete a First Aid at Work qualification.

## General Administrative Support

- Support with various school admin duties including attendance, communication, and data entry.
- Administration of the free school meal and RAP card system.
- Ensure communication between parents and staff is clear and timely.
- Assist with calls and records from prospective new families.
- Uphold all school safeguarding, data protection, and confidentiality policies.

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main

expectations of The Romsey School in relation to the postholder's professional responsibilities and duties

### General

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is always maintained
- Adhere to all The Romsey School and The Gateway Trust policies and procedures within the defined timescales
- Understand and support the implementation of The Romsey School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

### Person Specification

Essential Qualifications	<ul style="list-style-type: none"><li>• GCSE standard or equivalent with passes in English and Maths at grade c or above</li></ul>
Essential Knowledge, Skills, and Experience	<ul style="list-style-type: none"><li>• Experience in an administrative or front-of-house role.</li><li>• Excellent interpersonal and communication skills.</li><li>• Confident with IT systems including Word, Excel, Outlook, and school databases.</li><li>• Ability to multitask and remain calm under pressure.</li><li>• Friendly, caring, and professional manner.</li><li>• Strong organisational skills and attention to detail.</li><li>• Ability to work independently and as part of a team</li><li>• Understanding of safeguarding practices (training provided).</li><li>• Willingness to obtain First Aid at Work certification.</li></ul>
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"><li>• Previous experience as a receptionist in a school environment. Knowledge of school policies and procedures</li></ul>

### Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time-to-time following consultation with the postholder.

To carry out any additional responsibilities as may be reasonably required by the Headteacher within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

# THE ROMSEY SCHOOL SENIOR TEAM

## WHY WORK WITH US?

### Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)



### Chris Cove (Deputy Headteacher)

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in the near future.

### Chris Stephens (Deputy Headteacher)

I really enjoy working at Romsey because I have always felt that the school provides “High Challenge in a Low Threat” environment and it stimulates growth. I also really enjoy working with our students. How happy they are to talk to us, laugh with us and work with us! Lastly, I have always valued the support given to me to enable me to pursue my Career Development.



### Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.



### David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.







**Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)**

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

**Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)**

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



**Nick Chafer (Senior Leader)**

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved and we are all pushed to constantly ask ourselves if we could be doing things better.

The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.



**Simon Lawrenson - Associate Assistant Headteacher**

Having been part of The Romsey School community for the past nine years, I feel incredibly proud to work in a place where students and staff are genuinely supported to grow and thrive. My role gives me the privilege of overseeing attendance, leading our Year 7 cohort, working closely with Upper School Progress Leaders, and championing our culture and diversity work. What inspires me most is the shared commitment across the school to creating an environment where every student feels valued, included, and motivated to succeed. Romsey is a special place—full of energy, ambition and heart—and it's a joy to contribute to a community where people truly belong.

*N.B. The current senior team's roles and responsibilities are available on request.*

Receptionist



## EXTRA APPLICATION INFORMATION

### **Safer Recruitment**

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

### **Data Protection Data Protection Act 1998.**

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

### **Privacy Notice**

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

### **Receipt of Application**

Applications are acknowledged via mynewterm within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on [jobs@gatewaytrust.org](mailto:jobs@gatewaytrust.org)

### **Selection Procedure**

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

### **Equality Monitoring**

All applicants are requested to complete a Confidential Equality monitoring form.

# The Romsey Charter

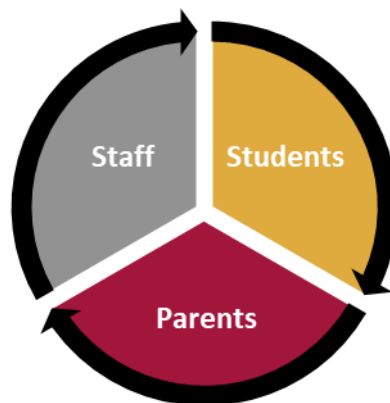
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

## All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

## All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff