St Mary's and St John's CE School

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Receptionist

Application deadline: Monday 22ndth March 2026 9.00am

In Partnership with Wren Academies Trust

Wren Academy

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Introduction

SMSJ has its roots as far back as 1707, when a parochial school was established at the Sunningfields Road site. Almost 300 years later, St John's Infants and St Mary's Juniors successfully amalgamated, to become a primary school. Our Nursery school then opened in April 2007. Supported by the London Diocesan Board for Schools (LDBS), the school flourished and expanded to a three form entry in the primary phase**.**

As a result of the success of the primary school, the LDBS in partnership with Barnet Local Authority, expanded into the secondary phase in 2014. The success of this development along with the school's popularity and subsequent over subscription, resulted in further expansion to six forms of entry in September 2017.

September 2017 saw the opening of our Stamford Raffles Campus, housing students from years 9 to 13. This includes new facilities such as our fully equipped theatre and stunning Sixth Form Centre.

SMSJ values its long-standing service to the community. Our strong foundation has enabled us to grow into the thriving, multi-faith, high-attaining school we are today, providing excellence in teaching and learning for the children of Hendon and beyond. We welcome young people of all faiths and backgrounds into our close-knit school community.

Wren Academies Trust

Wren Academies Trust was established in September 2020 with the opening of Wren School Enfield, a new 11-18 secondary school. The development of a second School has led to further collaboration and innovation with subject departments regularly sharing resources and aligning assessments to reduce workload. The trust continued to expand with the inclusion of St Mary's and St John's, who joined the Trust in 2025. The size of the Trust provides many opportunities for continued Professional Development and career progression.

Gavin Smith, CEO

Welcome from the Secondary Co-Principals

Thank you for your interest in this post at SMSJ. We are a supportive and wonderful team looking for someone passionate and enthusiastic to join us.

The information given in the documentation here and more general information elsewhere on our website should give you a clear understanding of the School. If you wish to find out more, please contact Caroline Humphreys on 020 8202 0026 and we are happy to organise for you to visit the school, meet our wonderful team and visit the classrooms.

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role.
We look forward to meeting you if you are selected for interview.

Ms Hannah Mason & Ms Alice Thomas
Co-Principals Secondary

Vision and Ethos

Our Christian vision is drawn from Matthew's gospel which proclaims the Kingdom of God. Jesus teaches his disciples about choice, commitment and Christian hope for transformational change. His wisdom guides us to acknowledge that wealth is not material but that true wealth is gained from working collaboratively for the common good.

A fundamental component of our lives at SMSJ is a confident reassurance that all things are possible. We believe that healing, repair, repentance, forgiveness and reconciliation are always possible. We embrace innovation and transformation with the conviction that with Christ, every day, every task, every situation, every relationship brims with divine possibility. God is always at work in our lives.

We trust in the loving purposes of God: trusting that the foundations of the world are good because they spring from God. Our hope is rooted in the love and faithfulness of God. We strive to equip our students with an awareness of the true value of things together with an understanding of the consequences of our thoughts, words and actions. Christ's sacrificial life and his teaching about love and humility may appear foolish by the world's standards but, in reality, it expresses the Wisdom of God.

We use the Parable of the Good Samaritan as a lens which helps us to further explore the themes of compassion, sacrifice and love and to learn more about the Christian values of wisdom, service and hope.

SMSJ exists to enhance the future life chances and opportunities of our students, whatever their faith or starting point, by providing a centre of educational excellence at the heart of our community. Through hard work, resilience, perseverance and a commitment to our learning, we will create a hope-filled future. Our children will be equipped with the ambition, qualities, qualifications and values necessary to meet the challenges of an ever-changing world, knowing that '…with God, all things are possible'.

'The school is a nurturing environment in which adults and pupils of all ages treat each other with courtesy and respect. Pupils, including those regarded as vulnerable, thrive because they know that they are valued and heard'

SIAMS Inspection Report February 2025

Academic Progress

At St Mary & St John’s CE School, we are deeply committed to securing strong progress and maximising the potential of every pupil. Our students consistently achieve results above national averages, making excellent progress across the cohort and frequently exceeding expectations.

This success is underpinned by high-quality teaching, strong relationships and a shared culture of aspiration. For teachers, it reflects a supportive and purposeful environment where professional expertise has a direct and meaningful impact on student outcomes.

At the heart of the school is a powerful, future-focused curriculum designed to enhance the life chances of all learners, regardless of their starting point. Carefully planned, dynamic and responsive, the curriculum equips students with essential knowledge, intellectual confidence and well-developed character.

Teachers play an active role in shaping and refining the curriculum, drawing on subject expertise and innovation, while supporting students’ moral, spiritual and personal development.

Joining St Mary & St John’s means becoming part of a collaborative community committed to excellence, professional growth and preparing young people for the demands of the 21st century.

Staff Well Being

Year on year we have recruited a talented and committed staff who share the ambition of creating a uniquely successful school. Colleagues are encouraged to innovate and to develop new ways of learning and working together.

Benefits of working at SMSJ:

- Two-week October Half Term
- Consistent, whole school commitment to learning systems leading to excellent student behaviour, including silent corridors
- High quality CPD with implementation time to embed training
- Paid lunch duties
- Early finish at the end of the Autumn, Spring and Summer terms.
- Nursery wrap-around provision for staff members with children at SMSJ (in line with The School's Admissions Policy)
- Access to free counselling and other wellbeing support
- Termly staff social events and 'tea and cake Fridays'
- Car park and off-street parking

Salary

NJC 5-6 £25,663.50 - £26,030.57 (Actual) 36 Hours per Week – Term Time + one week

Job Description

Role Reports To:

Senior Administrator

Job Purpose:

Act as prime initial contact for visitors and parents when on reception and provide day-to-day administrative support in our busy school office

General Administrative Duties including:

- Deal with face-to-face enquiries - greeting, registering and assisting visitors in a welcoming manner, always ensuring that the ethos, values and policies of the school are promoted and that safeguarding requirements are considered when allowing access to the school for whatever reason
- Answer incoming telephone calls in a timely and efficient manner, regularly checking the answerphone for messages whilst on reception
- Respond helpfully and sensitively to pupils and their parents as required
- Receive and sign for the delivery of goods
- Respond helpfully and sensitively to pupils and their parents as required
- Ensure all visitors and staff sign in and out, using the electronic ‘Inventry’ system. All visitors are accompanied in school unless their appropriate vetting status has been confirmed
- Send out information/letters as required through the online parent email and text communication systems etc
- Monitor the school’s email address, ensuring emails are responded to and forwarded on to the correct staff member
- To ensure that the main entrance and office areas are kept tidy, notices and parent forms are up to date in order to provide a clean and welcoming environment
- Maintain a high degree of confidentiality with regards to issues concerning members of staff and pupils
- Maintain and operate manual and computerised records, including the school’s management information system
- To undertake other administrative duties as requested

Professional Conduct

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the School's dress code and Code of Conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual

Promotion of Corporate Values

- To ensure that our stakeholders are supported to the agreed standards according to the school's Christian values
- To ensure that a high level of confidentiality is maintained in all aspects of work
- To uphold and actively support the School's policies and procedures on the safeguarding of young people

This Job Description is current at the date shown but, in consultation with you, may be changed by the Co-Principals, to reflect or anticipate changes in the job commensurate with the salary and job title.

St Mary's and St John's CE School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification

Education and Training	E	D	Evidenced
English and Maths at GCSE grade C or equivalent	*		A
Evidence of recent continued professional development		*	A
Experience	**E**	**D**	**Evidenced**
Experience at least one year working in school administration		*	A/R
Experience of providing high level support in a busy, sensitive environment	*		A/I/R
Experience managing sensitive and confidential information		*	A/I/R
Experience of using a wide range of office equipment and ICT software and information systems in an administrative environment		*	A/I/R
Knowledge and understanding	**E**	**D**	**Evidenced**
Knowledge of and commitment to school policies including Safeguarding, Health and Safety and Equal Opportunities		*	A
Good understanding of issues facing schools and the administrative provision they necessitate		*	A/I
Working knowledge of Microsoft Word, Excel, PowerPoint	*		A
Working knowledge of SIMS		*	A
Skills, abilities and attributes	**E**	**D**	**Evidenced**
Excellent written and oral communication skills	*		A/I/R
Self-starter, work on own initiative, strong organisational skills	*		I/R
Ability to establish priorities, manage conflicting priorities and to meet agreed targets and deadlines	*		I/R
Well-developed interpersonal skills	*		I/R
Ability to communicate effectively and to build positive relationships with all stakeholders	*		A/R
Integrity, sound professional judgement, ability to maintain confidentiality and loyalty	*		A/R
Clear commitment to the team approach; able to exchange ideas and provide support for colleagues	*		A/I/R
Ability to check and meticulously manage school data	*		A/I/R
Demonstrates an attention to detail and an ability to stick at routine tasks	*		A/I/R
Willingness to carry out duties beyond the job description when occasion demands	*		A/I
Willingness to participate in relevant training and development	*		A/I/R
Enthusiastic, hardworking and assertive	*		A/I/R

How to Apply

Application deadline

Completed application forms must be received by **9.00am Monday 22nd March 2026** but applications will be considered as they are received.

Completing your application

Please complete your application on My New Term - CVs will not be accepted.

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

If you have any questions please email recruitment@smsj.london.

Selection process

The selection process may include a combination of tasks and an interview. Further details will be provided to the candidates shortlisted for interview.

References

Please do not include contact details for referees without their prior agreement.

Candidates are advised that references will be taken up immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Equality, Diversity and Inclusion

The school is committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know what you would require when you submit your application.

Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).The Trust may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974.The Trust is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply.