



NORTH
HUDDERSFIELD
TRUST SCHOOL



VACANCY

Receptionist/Business Support Officer (2 days per week)

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Receptionist/Business Support Officer at North Huddersfield Trust School.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details

**Receptionist/Business Support Officer
(2 days per week Thursday & Friday)**

Permanent Position: 15 hours per week (8am – 4pm) term time + 4 days

Grade 6 (Actual salary £9,283 - £9,895)

Closing date: 9am Tuesday 5th May 2026

Start Date: ASAP

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are seeking to recruit a Receptionist/Business Support Officer to join our administration team. This is an exciting opportunity to work in a busy and friendly office/reception. The role is varied consisting of supporting the office team with all administrative tasks, reception and phone duties, liaising with the whole school community, parents and visitors. We are looking for someone with excellent interpersonal and organisational skills, a positive attitude and plenty of enthusiasm who is able to work under pressure and use their own initiative. ICT competency and a good telephone manner are essential.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please email recruitment@nhtschool.co.uk.

Please apply through My New Term. The closing date is **9am Tuesday 5th May 2026**.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	Receptionist/Business Support Officer
Pay scale	Grade 6
Weekly hours	15 hours per week, term time + 4 days

Role Summary

The role is varied consisting of supporting the office team with all administrative tasks, reception and phone duties, liaising with the whole school community, parents and visitors.

Key Responsibilities

1. Administrative support
2. General

Duties

Key accountabilities	Key tasks
Administrative support	<ul style="list-style-type: none">• Provide excellent customer service to all visitors by offering a warm and professional welcome at all times• Provide a friendly and efficient service for enquiries either in person, via telephone or email• Answering and directing phone calls• Provide administrative support for all areas of the school, ensuring all correspondence adheres to the school standards and protocols• Take minutes of meetings as required• Successfully manage and maintain electronic and paper records for students and visitors following GDPR guidelines• Provide administrative support for school trips• Manage the school's central email account and communications• Assist in the organisation, management and attendance of school events• Manage stock control in line with school budget protocols• To complete First Aid training in order to provide support for students with first aid needs• Assist the Office Manager with fire evacuation procedures• Be the ParentPay champion, maintaining records and providing support to parents, students and staff
General	<ul style="list-style-type: none">• Always uphold the school's PRIDE agenda• Adhere to strict standards of confidentiality• Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Office Manager
Responsible for:	

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> ✓ English & maths GCSE at Grade C or above, or equivalent 	
Experience	<ul style="list-style-type: none"> ✓ Proven administrative skills 	<ul style="list-style-type: none"> ✓ Experience of working in a school setting
Specialist knowledge & skills	<ul style="list-style-type: none"> ✓ Excellent literacy standards 	<ul style="list-style-type: none"> ✓ Knowledge of SIMS school database
Personal skills	<ul style="list-style-type: none"> ✓ Ability to deliver excellent customer service to both adults and children ✓ Ability to plan and prioritise tasks ✓ Excellent attention to detail ✓ Outstanding communication skills ✓ Professional resilience ✓ A sensitive and diplomatic approach ✓ Understanding of data protection and confidentiality 	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance 	<ul style="list-style-type: none"> ✓ A good understanding of school policies

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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