



Abbey Primary School

Glastonbury Road, Morden, Surrey SM4 6NY

Tel: 020 8254 0862

Email: office@abbey.sutton.sch.uk

www.abbey.sutton.sch.uk



Application Pack for the Position of Receptionist/Administrator (First Aider)

Abbey Primary School

Required: September 2026

<https://www.abbey.sutton.sch.uk/>



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Dear Candidate,

We would like to offer you a warm welcome to our school. We are looking to appoint an enthusiastic Receptionist/Administrator (First Aider) to start in September 2026. We are proud of our school, and following our successful Ofsted in January 2023, we continue to strive for excellence in all areas.

Here at Abbey, we nurture a love of learning. We open windows of opportunity by creating memorable moments. Learning with meaningful relationships supports our children to become valued members of our community. We respect and support each other, valuing our diverse community. We seek to care for and include everyone. We are safe, listened to and empowered to embrace challenges.

We believe that we have a unique combination of features here at Abbey Primary School which makes it a wonderful place to be, we all work in partnership to achieve the very best for every child.

At Abbey Primary we have high aspirations for the children, and we are commended for the excellent behaviour of our children. We are always striving for better and develop our provision. At the heart of the school are the children, they learn in a safe, creative, and purposeful way. We strive and take pride in our environment where children develop and grow as individuals.

We are also proud to be part of the Willow Learning Trust and work in partnership with Aragon Primary and Glenthorne High School. We invite you to look round our school and see how bright the future is for Abbey. Abbey is a place where we all work together as part of an inclusive and harmonious school. We offer:

- Well-behaved, friendly children who are enthusiastic and keen to learn.
- A friendly supported and dedicated staff team.
- A school that promotes a high level of care, support and wellbeing to both staff and pupils.
- An enriching organised and well-resourced environment.
- Being part of the Willow Learning Trust, which is continuing to grow.

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences reflect ours.

Andrea Stirling-Williams

Andrea Stirling-Williams
Headteacher

Headteacher: **Andrea Stirling-Williams**

Deputy Headteacher: **Beverley Bedforth**

Assistant Headteacher: **Amy Royle, Angela Watt**

Abbey Primary School is part of **The Willow Learning Trust**, registered in England and Wales

Registered No. **7635098**





JOB DESCRIPTION

Post Title: Receptionist/Administrator (First Aider)

Grade: Grade 1c3 (Spine 3 – 6)

Required: September 2026

Contract: 25 hours per week, TTO 1 week

Purpose of the job

To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive. To provide clerical and administrative support within the school.

1. Reception and General Administration

- To ensure security through the main school entrance, only admitting individuals with legitimate reason to be on the school site.
- To ensure a tidy, welcoming reception area and office space.
- To be the main point of contact for visitors and telephone calls into the school and ensure a prompt and professional response.
- Ensure pupils leaving or returning to the school site are accurately recorded.
- Receive and distribute school post, and check deliveries against delivery notes, and pass to Trust Finance.
- Manage school emails; responding to/distributing as appropriate.
- To liaise with Senior Administration Officers on information to parents through Daily Catch up and to circulate other information to parents as directed.
- Ensure photocopiers are functioning, contacting engineer if necessary and ensuring a supply of paper and toner is available.
- Ensure reprographics area is clean & tidy and complete adhoc photocopying as requested.
- To organise collection of confidential waste as required.
- To organise coach travel and TFL travel for school trips in liaison with the senior administration officers
- To work with Senior Leadership Team regarding school correspondence and general typing.
- Ensure complaints are dealt with tactfully and refer where necessary (SLT)

2. Safeguarding

- Ensuring all visitors to the school have relevant checks in place including ID and sign to acknowledge Safeguarding statement.
- To ensure all visitors to the school sign in and out, and be ready with lists of those in the building in case of evacuation or invacuation.

3. Attendance

- To ensure registers are completed twice each day and absences are recorded accurately.
- To raise concerns immediately with DSL should a child be unaccounted during am or pm registration.

4. Welfare

- To be the first point of call for medical requirements including First aid.
- Contact parents to arrange collection from school when necessary or to give parents a courtesy call of any incident that occurred during the day.
- Take the initiative in summoning an ambulance if required, informing the parents and SLT.
- Maintain accident records for pupils and staff.
- Maintain check lists for medical kits and ensure they are fully stocked at all times.
- Maintain safe keeping, administering and recording of medication.



- Administer prescribed medicine to children when required in line with school policy and maintain records of medication provided.
- Oversee the maintenance and administration of asthma inhalers. To ensure school holds emergency inhalers, and parental permissions have been recorded.
- Ensure adrenaline (Epipens) are labelled and kept in a known location and can always be accessed by staff.
- Arrange annual asthma and Epipen training for all staff.
- Keep an allergy list for pupils and staff that can be given to Class Teachers.
- Liaise with the School Nursing Service to organise medical checks including; weight, dental, hearing and vaccinations.
- Ensure teachers have relevant medical information and medication for off-site activities.
- Ensure trip leaders have emergency contacts and Business Continuity Plan when off-site.
- Maintain an up-to-date record of first aiders and arrange training.

5. General

- To cover responsibilities of Senior Office Administrators in their absence.
- To complete other tasks as reasonably requested by Senior Office Administrators.

6. All staff

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher.

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

PERSON SPECIFICATION

Receptionist/Administrator (First Aider)

	Essential	Desirable
Qualifications		
Educated to GCSE level (or equivalent) with 5 GCSEs graded A*-C including English and Maths.	✓	
Holds current First Aid certificate or willing to train.	✓	
Experience		
Previous experience in a reception or administrative role, ideally in a Primary School setting.	✓	
Experience of working with primary school age children		✓
Knowledge of Arbor software.		✓
Professional Knowledge and Understanding		
Highly developed ICT / Microsoft Office skills with an emphasis on Word, email and Excel.	✓	
Good planning and organisational skills to manage own workload to meet deadlines.	✓	
Ability to respond quickly and effectively to issues that arise in a calm manner.	✓	
Ability to diffuse difficult situations in a professional manner and refer if required.	✓	
Commitment to safeguarding responsibilities and acknowledgement of the need to work within the school's Child Protection Policy.	✓	
Flexibility and willingness to work additional hours if required.	✓	
Willingness to participate in, and show commitment to, own continuing professional development.	✓	
Commitment to equality for all stakeholders.	✓	
Commitment to maintaining high level of integrity and confidentiality at all times.	✓	



PERSON SPECIFICATION

	Essential	Desirable
Personal Qualities		
Good written literacy and numeracy skills.	✓	
Demonstrates friendly and approachable manner.	✓	
Excellent communication skills in a variety of contexts (verbal, telephone, email, written) and with people at all levels.	✓	
Ability to foster good working relationships with staff and pupils at all levels.	✓	
Able to demonstrate a positive disposition and proactive outlook.	✓	
Experience of working as part of a team and independently	✓	

Candidates will be shortlisted against the above essential criteria. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.



GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

The Application Form

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

Personal Details

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

Career History

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

Education, Qualifications, Training

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

Statement of Suitability

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.



Referees

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

Relationships

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

Interviews

Willow Learning Trust has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

Complaints

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

For more details, please visit Willow Learning Trust Website:

<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>



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DATES FOR YOUR DIARY

The deadline for applications is: **11:59pm, Monday 1st June 2026**

Interviews: **TBC**