

University Academy Long Sutton

UNIVERSITY ACADEMY
LONG SUTTON



UNIVERSITY OF
LINCOLN



“Transforming lives”

Job Application Pack: Pupil Receptionist/Administrator

Permanent, Full time 37 hours per week, 39 weeks a year (Term Time and includes 5 training days)

Salary: Grade 3 Point 6 £24,796 FTE

Actual Salary: £21,267

Start date: 1st September 2026

Acting Principal's Welcome

It is a privilege to welcome you to the University Academy Long Sutton (UALS). At UALS, our core purpose is to deliver exceptional educational opportunities and experiences, ensuring that every pupil is supported to achieve their full potential. We are committed to creating an environment that values academic excellence, personal development, and social responsibility.



We are entering an exciting stage in the Academy's journey and are particularly proud of our move into brand new, c.£30m state-of-the-art facilities. These outstanding resources will significantly enhance teaching and learning, enabling us to broaden our curriculum and provide a rich range of opportunities that reflect the diverse interests and ambitions of our pupils.

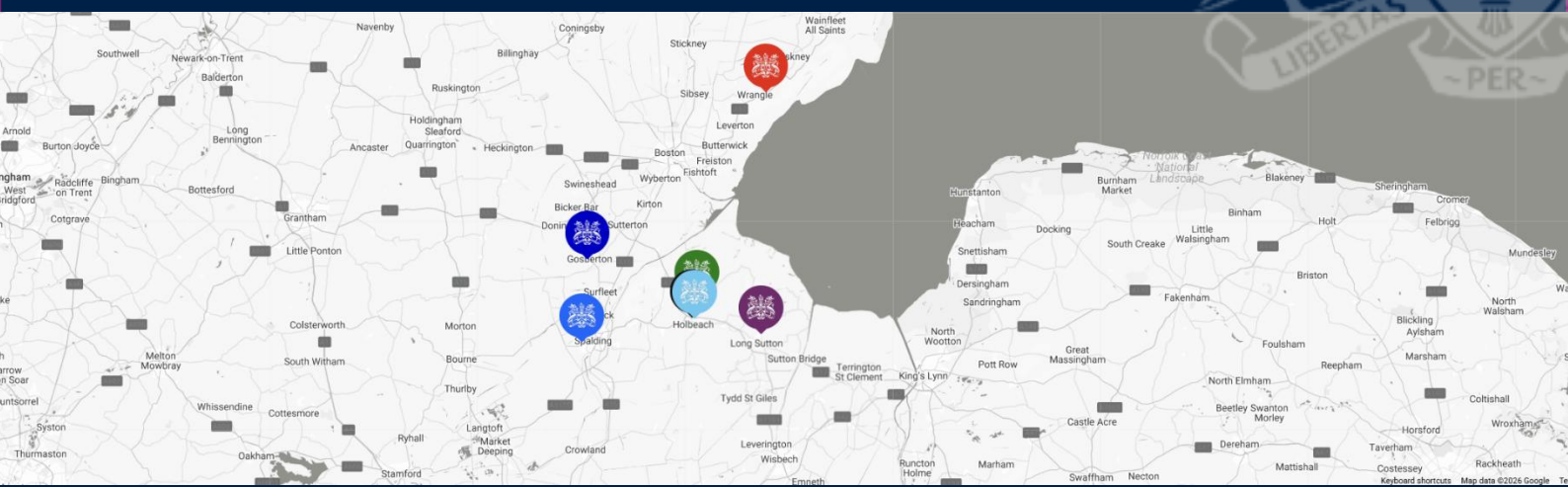
We believe wholeheartedly in the transformative power of education and the vital role it plays in improving life chances. At UALS, pupils are guided towards successful pathways into training, employment, and further or higher education. Our dedicated and skilled staff work relentlessly to inspire, challenge, and support pupils, helping them to develop confidence, resilience, and a strong sense of purpose.

We encourage you to explore our website to gain an insight into life at UALS, from our vibrant community and enrichment opportunities to our academic achievements. We look forward to welcoming committed and passionate professionals who share our ambition to foster a culture of high expectations, aspiration, and success for all.

For information about our Trust please visit www.uolat.co.uk. In the section for 'How to Apply' later in the pack there is also further information about visits and making contact. These are warmly welcomed.

Simon Gilman

Acting Principal



About the Role

Thank you for your interest in our recent advertisement for the above position at University of Lincoln Academy Trust, University Academy Long Sutton.

We are looking for a friendly, organised and professional **Pupil Receptionist/Administrator** to join our Academy team. As the first point of contact for pupils, staff, parents and visitors, you will provide a welcoming reception service alongside a range of administrative support to help ensure the smooth day-to-day running of the Academy.

Reporting to the **Vice Principal**, key responsibilities include managing pupil attendance records, handling telephone and reception enquiries, maintaining accurate records, providing general administrative support, overseeing lost property and carrying out first aid duties where required.

The ideal candidate will have previous administration or reception experience, strong ICT and organisational skills, excellent communication skills and the ability to work effectively in a busy school environment.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

Applicants please note this post is subject to Enhanced DBS Clearance. It is an offence to apply for the role if the applicant is Barred from engaging in regulated activity relevant to children. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants may be subject to an online presence check.

This post is subject to the following checks:

- Enhanced DBS Disclosure
- Barred List Check
- Childcare Disqualification Check
- Prohibition Check
- Section 128 Check (where applicable)



How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion or visit please contact Ellie Carter (PA to Principal) using cartere@uals.org.uk who will arrange this with our Acting Principal, Simon Gilman.



Closing Date:

Friday 10th July 2026

Apply on MyNewTerm and complete all sections in full.

Interviews:

Monday 13th July 2026

References will be obtained after shortlisting and prior to interview. Please ensure that contact details are accurate.

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Pupil Receptionist/ Administrator Job Description

Job Title: Pupil Receptionist/Administrator
Salary: Grade 3 Point 6
Start Date: 1st September 2026
Reports to: Vice Principal

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Job Purpose & Key Responsibilities

The purpose of the Pupil Receptionist/Administrator is to provide efficient frontline assistance for pupils in school and to provide general administrative support to ensure the smooth running of the Academy to include First Aid duties and responsibilities.

Specific areas of responsibility and key tasks

Attendance and Pupil Administration

- Be first in line to answer telephone calls and deal with messages, queries, and enquiries at Pupil Reception.
- Input daily attendance registers into Arbor as and when required in the absence of the Attendance Officer.
- Prepare and issue internal exclusion letters and maintain associated records.
- Manage the allocation and administration of pupil lockers, maintaining accurate records and responding to queries.
- Be responsible for Lost Property within the Academy.

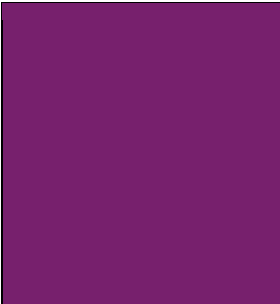
Pupil Health and Welfare Administration

- Maintain accurate pupil health and welfare records.
- Coordinate and maintain records relating to school immunisation programmes.
- Prepare, review, and maintain Individual Healthcare Plans (IHCPs) for pupils.
- Administer medication to pupils in accordance with Academy policies and procedures.
- Input, maintain, and file first aid records and incident slips, ensuring accurate and confidential record keeping.
- Liaise with parents, staff, and external agencies regarding pupil medical and welfare matters as appropriate.
- Being first aid trained is essential (training will be provided).

General Administration

- Provide administrative support including filing, word processing, reprographics, and data input.
- Ensure all messages are accurately recorded and distributed to the appropriate person.
- Cover Main Reception as and when required.

	<ul style="list-style-type: none"> Undertake other administrative duties as required to support the efficient operation of the Academy.
Annual Projects and Publications	<ul style="list-style-type: none"> Support the planning, coordination, and production of the Academy's Options Booklet. Assist with the administration and production of the annual Yearbook. Coordinate the ordering, administration, and distribution of pupil leavers' hoodies and related items. Provide administrative support for other Academy events and projects throughout the academic year.
Management /Supervision of People	<ul style="list-style-type: none"> No formal management or supervision is required in this role.
Creativity & Innovation	<ul style="list-style-type: none"> Work generally within set procedures and guidelines requiring occasional creative solutions to routine problems.
Contact and Relationships	<ul style="list-style-type: none"> Daily contact with staff and pupils. Regular contact with members of the public and external agencies.
Decisions	<ul style="list-style-type: none"> Discretion: Work is carried out within clearly defined policies and procedures and advice can be sought from your Line Manager. Consequences: Impact likely to remain local and any errors would be quickly identified and remedied.
Work Environment	<ul style="list-style-type: none"> Work demands: Work is subject to frequent interruptions due to reception/telephone duties. This is part of the role and therefore does not cause any significant change to the overall tasks to be carried out. Physical Demands: General office work which may involve long periods working at a computer. Working Conditions: School office environment. Work Context: Potential risk of verbal/physical abuse whilst undertaking front line work.
Knowledge and Skills	<ul style="list-style-type: none"> A minimum of one year's experience in a similar role ICT literate Keyboard skills Desirable: First Aid qualification.
Dress Code	<ul style="list-style-type: none"> The Trust expect staff to wear professional business dress mirroring our high expectations of our pupil dress code
Requirements for all Colleagues	<ul style="list-style-type: none"> To promote and uphold the Academy's Mission Statement, values and strategic objectives. To comply with the Academy's policies and procedures, including those relating to health and safety, safeguarding, welfare and security. To work positively with colleagues, pupils, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability. To attend briefings and staff meetings as required.

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- To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.
 - To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
 - To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Chief Executive Officer.

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Pupil Receptionist/ Administrator Person Specification

Ambition | Inclusion | Integrity



Pupil Receptionist/Administrator Person Specification

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a) Education and Training	Essential	Desirable
NVQ Level 2 (administration or equivalent)	Y	
Knowledge of Arbor packages	Y	
A minimum of GCSE Maths and English (or equivalent) Grade C or equivalent.	Y	
b) Experience	Essential	Desirable
At least one year's experience in a similar environment	Y	
Word processing experience	Y	
Experience off working within a busy, diverse environment.	Y	
c) Professional Skills	Essential	Desirable
Good general communication skills	Y	
Good telephone manner	Y	
Good organisational skills with ability to prioritise workload	Y	
Able to identify parents/carers/pupils needs quickly and deal effectively with enquiries	Y	
Tact, diplomacy, confidentiality and sensitivity	Y	
Ability to use Word, Excel and Outlook	Y	
Ability to set up and maintain record and filing systems	Y	
Ability to speak with confidence and accuracy using accurate sentence structures and vocabulary.	Y	
d) Personal Qualities	Essential	Desirable
A flexible approach to work	Y	
A sense of responsibility	Y	
Tact and diplomacy	Y	

Integrity	Y	
e) Safeguarding	Essential	Desirable
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures.	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	
Commitment to safeguarding and promoting the welfare of young people	Y	
Understanding of how best to promote the health, safety and well-being of young people	Y	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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84 Little London
Long Sutton
Spalding
Lincolnshire
PE12 9LF

enquiries@uals.org.uk

01406 362120