



# Recruitment Pack

AFTERNOON RECEPTIONIST

JANUARY 2026

Grade 3, Point 5-6

16 hours per week, Mon to Thurs 12.45pm to 4.45pm

Term time plus 1 week.

Actual salary £9616 - £9768

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-71596>



## Vision

To achieve academic excellence, develop character, and raise aspirations for all at Castle Hall Academy



Academic  
Excellence



Develop  
Character



Raising  
Aspirations

## Key Drivers



Heart

Developing a  
strong moral  
compass



Mind

Developing our  
capacity to  
think



Communication

Communicating with  
people and cultures  
outside of ourselves

## Mission

To become an academy

**‘where hearts and minds connect’**



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Admin department is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Afternoon Receptionist could be the job for you!



Paul Brook  
Headteacher



Academic Excellence



Developing Character



Raising Aspiration

# High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



## Characteristics of Exceptional Learners



### Reasoning

I ask questions about my learning and independently work things out for myself.



### Resilience

When things get challenging, I never give up and learn from my mistakes.



### Responsibility

I choose to do the right thing even when nobody is watching.



### Respect

My behaviour is exceptional. I show respect for all in my community.



### Reflection

I take every opportunity to review and develop my learning and behaviour.

**Work hard, be kind and follow staff instructions - everybody, everyday**



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# Job Description

## Post: Receptionist

### Purpose

To work as part of the Administration Team to assist in the provision of an effective, flexible and responsive administrative service to the Academy. Deal with visitors, telephone calls and staff /student enquiries at reception courteously and efficiently.

### Duties and Responsibilities

- To provide a friendly, customer focused and professional reception service to all visitors and callers. Including providing advice and taking action where appropriate.
- Maintain a register of students arriving to the academy after registration.
- Maintain a register of students leaving the academy and ensure staff authorisation is confirmed.
- To provide assistance to other staff within the Administration team.
- Being a point of contact for sick/injured students and take appropriate action, making contact with parents/the ambulance service as necessary.
- Keep the Reception area orderly, tidy and safe.
- To contribute to developing and maintaining effective and appropriate administration systems in support of the academy's practices and procedures.
- To assist with the upkeep of noticeboards within the Academy.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings/training and carry out tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.*

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***



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## Person Specification

### Post: Receptionist

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of education</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant CPD</li> <li>• First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Strong ICT skills</li> <li>• Experience of working in a busy office environment, Admin experience preferred.</li> <li>• Experience of working successfully and cooperating as a member of a team</li> <li>• Experience of dealing with the public</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school setting</li> <li>• Experience of working on Reception</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy skills.</li> <li>• Use office computer software.</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Values-aligned</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop own understanding and capability through advice and training</li> <li>• Ability to think clearly and remain calm in emergency situation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>



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