



MILTON PARK Primary School

MILTON PARK PRIMARY SCHOOL VACANCY for Receptionist and Admin Support

Pay: Grace C (£21,601 - £22,509 Actual Salary, £25,186 - £26,244 FTE)

Contract/Hours: 37 hours per week, Term Time Only (Monday – Thursday, 08:00am – 4:00pm, Friday 08:00am – 3:30pm)

Accountable to: Finance, Office and Operations Manager

Children are at the heart of what we do here at Milton Park Primary School.

We are looking for a friendly, organised and enthusiastic Receptionist to be the first point of contact for parents, pupils, staff and visitors. As the face of the school, you will create a welcoming environment while supporting the smooth running of the school office.

This is a busy and varied role requiring excellent communication skills, strong organisational ability and a flexible, proactive approach.

Key Responsibilities

- Welcome visitors, parents and pupils and manage front desk operations
- Handle telephone and email enquiries and direct communications appropriately
- Support pupil attendance processes including absence calls and record keeping
- Provide general administrative support including filing, photocopying and correspondence
- Assist with school communications, events and meetings
- Administer first aid and pupil medication in line with school policies

Essentials

- Excellent interpersonal and communication skills
- Strong organisational skills and ability to multi-task
- Professional, calm and welcoming manner
- Ability to work effectively as part of a team
- Competent IT skills and experience
- Commitment to safeguarding and child welfare

Desirables

- Previous experience in a school or busy reception environment
- First Aid qualification
- Experience of pupil attendance systems
- Familiarity with school communication platforms and databases

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

We regularly review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible.