



# BARKING ABBEY SCHOOL

## RECEPTIONIST/ ADMIN ASSISTANT

### RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



**BELONG**  
BARKING

**ASPIRE**  
ABBEEY

**SUCCEED**  
SCHOOL

[www.barkingabbeyschool.co.uk](http://www.barkingabbeyschool.co.uk)



GIVE  
AND  
EXPECT  
THE  
BEST





# Contents

|                              |    |
|------------------------------|----|
| Headteacher's Welcome.....   | 4  |
| The Recruitment Process..... | 5  |
| Advertisement.....           | 6  |
| Job Description.....         | 8  |
| Person Specification.....    | 11 |
| Our Ethos and Values.....    | 12 |



# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Receptionist/Admin Assistant.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Monday 12th January 2026 at 9am

**Interviews Week Commencing** **Monday** 19th January 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeyschool.co.uk](mailto:jobs@barkingabbeyschool.co.uk)





# Advertisement

## Receptionist/Admin Assistant

### 35 hours per week

(Shifts for this could be either 07:30-15:30 or 09:00-17:00 to suit the operational needs of the School, this role could also be across both Longbridge road and Sandringham road campus).

### Contract type: Perm

**Salary Scale:** Scale 3 (Pt 5-6, £29,436-£29,856 full time) Prorated salary range is likely to be approx. £23,920 - £24,261, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time only.

**Start Date:** As soon as possible

**Are you a talented administrator who is passionate about being organised and efficient? Do you want to make a difference to the lives of students?**

**If so, this may be the job for you!**

We are looking for a friendly, flexible and enthusiastic Receptionist/Admin Assistant to undertake daily attendance monitoring and general administrative duties at our Longbridge Campus and Sandringham Campus.

The School offices are the first point of contact for visitors and parents and carers at the school and this is an integral role critical to smooth operation. The successful candidate must have excellent communication skills, a keen eye for detail in addition to a willingness to provide an outstanding service.

The successful candidate will also monitor the medical room and undertake some first aid duties, therefore a first aid qualification is desirable or a willingness to undergo first aid training.

ICT experience is essential but specific training will be given for Specialist school software. Experience of working with young people would be an advantage. We are looking to appoint a dynamic self-motivated administrator.

The successful candidate will:

- Have great communication skills and a positive can do approach.
- Be confident in providing a professional, welcoming, efficient service.
- Enjoy working in a busy office and reception area.
- Be able to work flexibly under pressure.
- Use their initiative and prioritise their workload.
- Have strong administration skills and a willingness to learn.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:  
<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

|                     |  |
|---------------------|--|
| <b>Job Title</b>    | Receptionist/Admin Assistant             |
| <b>Grade/Salary</b> | Scale 3                                  |
| <b>Department</b>   | Administration                           |
| <b>Location</b>     | Main Office/Reception                    |
| <b>Line Manager</b> | Headteacher's PA/School Business Manager |

## Purpose of the role

To undertake a range of general administrative tasks as required in school, you will be working as an integral part of the Core Business team to provide an outstanding administrative function that supports teaching and learning across school and provides all stakeholders with an outstanding service.

To be the main point of contact for telephone enquiries and visitors to the school and provide effective administrative support for a range of office functions which may include the duties highlighted below:

## Reception

- To receive all incoming calls to the school that are not attendance related and resolve questions and queries in the most appropriate way.
- Operate the school switch board.
- Taking and passing on messages (and from answerphone) and sending to appropriate member of staff.
- Telephoning parents/guardians to collect students in case of illness or queries from staff.
- Receive deliveries, check them and pass on to departments via order number or name.
- Log items as a job for caretakers to distribute.
- Welcome visitors to the school making sure that every visitor receives a professional and welcoming greeting.
- Following school policies and processes for visitors to the school making sure all the required paperwork is in place and they are signed in using the school visitor system inventory.

## Attendance

- To carry out the efficient monitoring of daily attendance and punctuality for students.
- Check the schools absence line, school trips, examinations and holiday list for reasons of absence.
- If student(s) is/are not in the lesson and there is no immediate reason for absence, make contact with home or parent/carer by 'In Touch' /SchoolComms Messaging Service (text messaging) to ascertain reason for absence (use of family knowledge, tact and diplomacy essential).
- If unable to contact by telephone issue letter(s) home to request note(s) to cover unauthorised absence(s).
- Written and verbal liaison with, Pastoral Teams, Head of Year and Senior Leadership Team as and when necessary.
- Liaison with other Campus offices and Attendance and Welfare Officer where necessary (family attendance).
- Email staff to follow up unauthorised absences.
- Check telephone messages from parents on a continual basis throughout the day.
- When reasons for absence obtained enter relevant codes and comments/notes on computerised registration system (MIS).
- Produce daily late reports for Head of Years before 10 a.m. each morning.
- Commensurate with the grading of this post, work with colleagues to provide information for the Borough Attendance Officer.
- Monitor students' attendance lesson by lesson.



- Maintain holiday list for students and monitor sessions when they are away.

### **First Aid**

- Acting as a school registered first aider dealing with minor first aid calls.
- Monitoring the upkeep of First aid logbooks throughout the school.
- Arrange for pupils to go home when sick.
- keep a record of medication taken by pupils and ensure authorisation is received from parents (consent letter) and expiry dates are monitored.
- Keep First Aid stock inventory and monitor medicines for all students and place orders as required.
- Annually compiling a medical report for all SLT and HODs ensuring staff are aware of any medical issues/ conditions in their classroom.
- Making Sure the schools student database is kept up to date with relevant information regarding medications and conditions.

### **Admissions**

- Assisting with the compilation and annual updating of admissions packs under the direction of the appropriate SLT lead.
- Assisting with preparation of student files for admissions across the school and sixth form.
- Assisting with input of data for the admissions process.

### **Parent Pay**

- Be able to respond to enquiries from Parents and staff regarding ParentPay.
- Support as required to follow up on accounts in arrears using school template letters and established processes.
- Assist with the use and upkeep of ParentPay for monitoring payments for school trips and activities and providing staff with the required information.

### **General Administration**

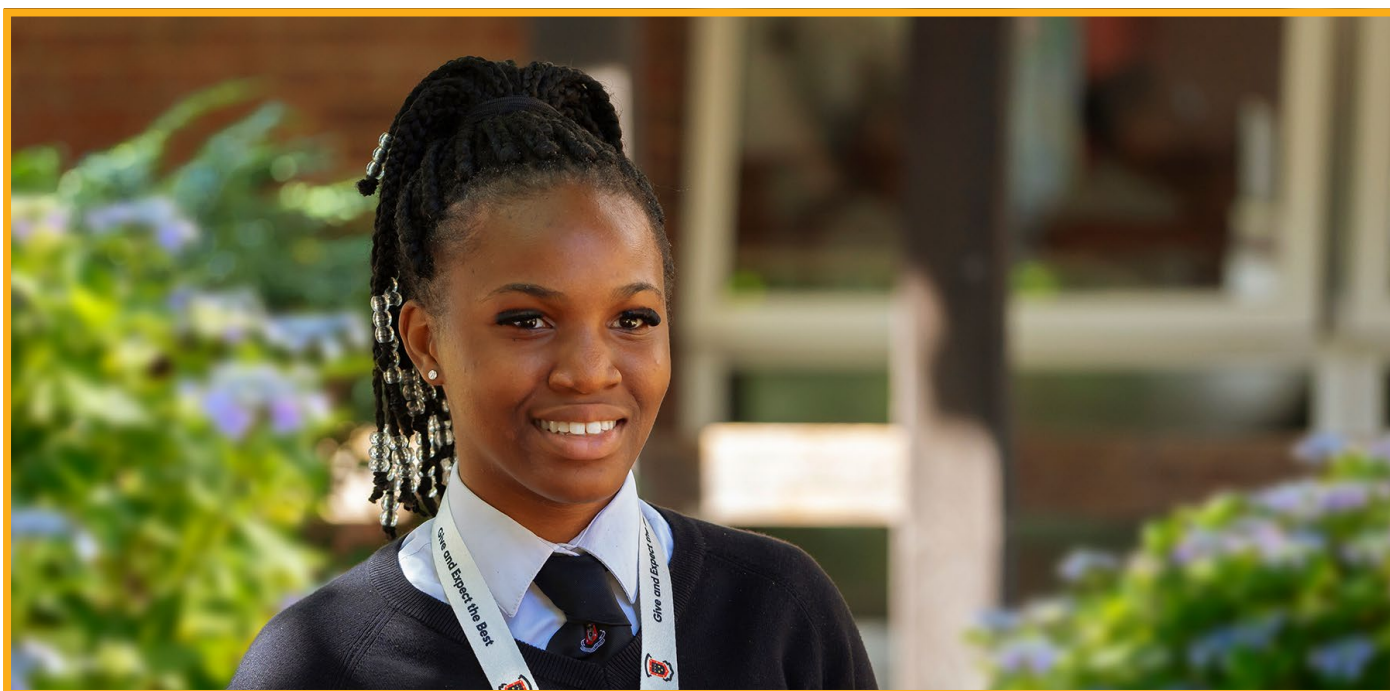
- Keeping the Main reception and office areas presentable so that they are welcoming for visitors
- Compiling and sending school documentation and communications on request
- Keeping students records up to date on the schools information system and providing information to staff on request
- Where required, assist main office staff by completing registers with late, medical, off site education marks in and update attendance Log spreadsheet for recording phoned in absences, appointments or students sent home
- Undertaking general administrative tasks such as responding to emails, writing letters, filing and copying
- Updating the student database (Arbor) with change of addresses/telephone numbers for current pupils on roll.
- Word processing and the compilation of information.
- Photocopying/filing on request.
- Sort incoming mail and prepare outgoing mail, using franking machine.
- To substitute for other administrative staff across any of our campus offices as needed.
- Free School Meals monitoring, reporting and amending on Arbor.
- Providing other general administrative support as commensurate with the role.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

|                                |  |             |  |
|--------------------------------|--|-------------|--|
| <b>Employees Signature</b>     |  | <b>Date</b> |  |
| <b>Line Managers Job Title</b> | Headteacher's PA/<br>School Business Manager | <b>Date</b> |  |



# Person Specification

|  | Criteria  | Essential | Desirable | Assessment Method |        |   |
|--|---|-----------|-----------|-------------------|--------|---|
|  |   |           |           | Application       |        |   |
|  |   |           |           | Interview I       | Task T |   |
|  |   |           |           | A                 | I      | T |
| <b>Knowledge &amp; Skills</b>            | Good organisational skills and ability to prioritise.   | √         |           |                   | √      | √ |
|  | Good interpersonal skills.  | √         |           |                   | √      |   |
|  | Ability to adapt and respond to a variety of situations.  | √         |           |                   | √      | √ |
|  | Ability to learn quickly.   | √         |           |                   | √      |   |
|  | Ability to provide attention to detail and produce accurate work.   | √         |           |                   | √      | √ |
|  | A knowledge of school organisation and structure.   |           | √         |                   | √      |   |
|  | Ability to multi tasks in a fast paced environment.   | √         |           |                   | √      | √ |
|  | Excellent computer literacy, including good knowledge of Microsoft Word, Excel, databases, email and the internet. (SIMS preferable). | √         |           | √                 |        | √ |
|  | Ability to communicate effectively at all levels, both verbally and in writing.   | √         |           | √                 | √      |   |
|  | Ability to work under pressure and to meet deadlines.   | √         |           |                   | √      | √ |
| <b>Experience</b>                        | Experience of team working with other staff drawn from different disciplines.   |           | √         |                   | √      |   |
|  | Previous admin experience within a school setting.  |           | √         | √                 |        |   |
| <b>Qualifications</b>                    | Excellent standard of education with excellent Literacy and Numeracy skills.  |           | √         | √                 |        |   |
|  | To hold a current First Aid Certificate.  | √         |           | √                 |        |   |
| <b>Attitude &amp; Personal Qualities</b> | Ability to use own initiative and work as part of a team or independently without constant supervision.                               | √         |           |                   | √      | √ |
|  | Ability to build effective working relationships with pupils and school staff.  | √         |           |                   | √      |   |
|  | Ability to be flexible and adapt to the task at hand in a fast changing environment.  | √         |           |                   | √      |   |
|  | Honesty and Integrity.  | √         |           |                   | √      |   |
|  | Understanding the need to use discretion and respect confidentiality.   | √         |           |                   | √      |   |
|  | Commitment to safeguarding and promoting the welfare of children and young people   | √         |           |                   | √      |   |
|  | Polite, courteous and understanding the different needs of multi-cultural parents/visitors  | √         |           | √                 | √      |   |
|  | Understanding of the requirements of data protection and disclosure of information.   | √         |           |                   | √      |   |
|  | Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.                         | √         |           |                   | √      |   |
|  | Ability to work flexibly and outside of normal school hours.  |           | √         |                   | √      |   |
|  | Professional appearance   | √         |           |                   | √      |   |



## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

