



GRACE COLLEGE

*Emmanuel Schools Foundation*

RECEPTIONIST ADMINISTRATOR

VALUED, CHALLENGED, INSPIRED

# VALUED, CHALLENGED, INSPIRED

READING FOR UNDERSTANDING

READING FOR KNOWLEDGE

READING FOR INFORMATION

READING FOR CHALLENGE

READING FOR ADVENTURE

READING FOR KNOWLEDGE

READING FOR UNDERSTANDING

READING FOR CHALLENGE

“Reading is the gateway skill that makes all other learning possible. If you know how to read then the whole world opens up to you.”

“One child, one teacher, one book, one pen can change the world.”  
Malala Yousafzai

“Books are a friend, books are an escape, books are a means to empowerment and books are a means to understanding yourself. They are everything.”

Emma Watson

“The more you read, the more you will know, the more you will learn, the more you will grow.”

Dr Seuss

“Men without books are like fish without a soul.”  
Marcus Tullius Cicero



# WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Receptionist and Administrative Assistant at Grace College.

Grace College is a Christian-ethos school of character for the whole community, where everyone is valued, challenged and inspired, regardless of their educational background, faith, social or ethnic background. We serve students in the Low Fell area of Gateshead and beyond, and we are passionate about transforming the lives of young people by supporting them to achieve their personal best and grow in character. Our goal is to ensure that Grace College is a place of welcome, safety and opportunity for all students.

The Administration Team sits at the heart of College life, acting as a welcoming and professional first point of contact for parents, carers, students and visitors. This role plays a key part in ensuring the smooth day-to-day running of the College, creating a positive first impression. Working closely with staff across the College, the postholder helps ensure that visitors are warmly received, enquiries are handled efficiently, and emerging matters are dealt with promptly and calmly. Alongside front-of-house responsibilities, the role provides essential administrative and communications support to the wider College community. This includes managing enquiries and phone calls, maintaining student records, supporting behaviour and pastoral processes, and providing administrative support for co-curricular activities and parents' evenings. Through careful organisation and clear communication, this role helps strengthen the connection between home and College and supports students throughout their journey.

As leaders we are committed to lead with care, clarity and consistency in order to forge a strong professional culture of personal growth and flourishing underpinned by integrity, humility and trust where staff love to work, and students love to attend.

If this sounds like a good fit for you, we'd love to hear from you.

Rachael Hooker  
Principal

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

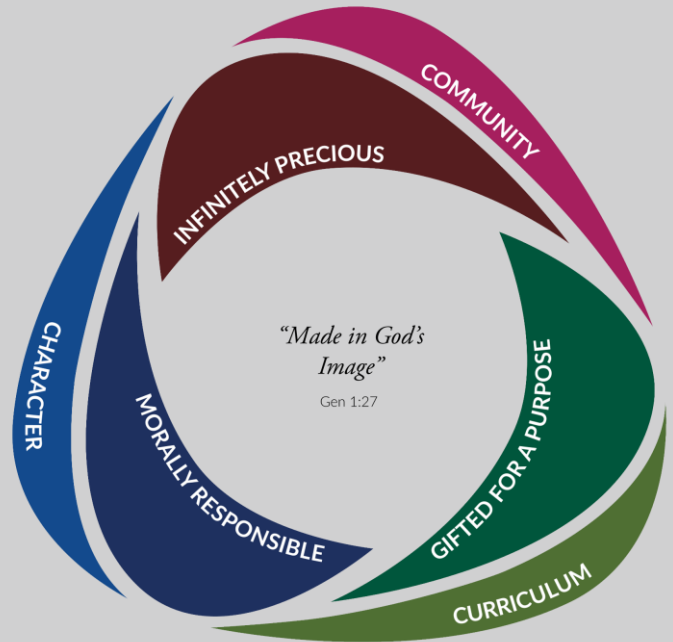
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





**GRAY'S COLLEGE**  
All our students will  
achieve their potential  
through learning.

**COURAGE**  
We are determined to achieve  
even in the face of difficulty.

**HUMILITY**  
We avoid arrogance, being real  
strengths and weaknesses.

**INTEGRITY**  
We are honest with ourselves  
our words and actions agree.

VALUES CHALLENGED, INSPIRED

“  
ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”

A photograph of four students in school uniforms sitting at a long desk in a computer lab. The students are focused on their work, with some looking at their keyboards and others at their computer monitors. The lab has large windows in the background, and the students are using desktop computers with keyboards and mice.

“

SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”

# THE ROLE

As well as being the first point of contact for many parents, carers and visitors, the Administration Team provides services relating to student admissions, student data, College events and visits, and communications between home and the College.

**You would be responsible to the Administrative Services Manager for:**

**Contribution to the smooth running of College, with particular emphasis on:**

- The welcoming of visitors, notifying the relevant staff of visitor arrival and ensuring the visitor is seen within a reasonable timescale;
- The issue and control of visitor passes in accordance with safeguarding policy and undertaking the relevant health and safety procedures in the event of a sounding of the fire alarm;
- Dealing promptly with emerging matters and ensuring the reception area is always well presented.

**Dealing with communications to and from College, with particular emphasis on:**

- Management of the 'enquiries' inbox and general phone line, directly dealing with or transferring communications as appropriate;
- Quality control of all group communications from College, ensuring high levels of accuracy in line with expected standards and that these are sent using the agreed process and in a timely manner;
- Supporting colleagues with the management of communications to College via the set-up and use of online forms to collect information.

**Administrative and clerical duties, with particular emphasis on:**

- The creation and maintenance of current and prospective pupil records;
- Processing behaviour paperwork and being responsible for fulfilling the exclusion administration process including arranging necessary meetings;
- The production of emails, distribution of reports and other administrative tasks in relation to student behaviour, support, co-curricular activities and academic progress;
- Providing administrative support as relevant for co-curricular activities and parents' evenings;
- Responsible for booking translators for parent meetings.

# THE PERSON

## PERSON SPECIFICATION

### You will have:

- 5 GCSEs or equivalent A\*-C including Maths and English (essential);
- Experience of using IT systems and Microsoft Office 365 (essential) with strong Word and Excel skills;
- Experience of working in a school environment (desirable);
- Experience of MIS systems, preferably Bromcom (desirable);
- Experience of working with children (desirable);
- Safeguarding training (desirable);
- Relevant experience in a busy office environment (desirable);
- Knowledge of GDPR (desirable)

## PERSONAL ATTRIBUTES

### The successful candidate will:

- Be strongly self-motivated and personally resilient
- (essential);
- Possess exceptional levels of personal integrity (essential);
- Have the ability to keep calm and focussed in pressurised situations (essential);
- Demonstrate the ability to maintain effective working relationships and work collaboratively with colleagues and other stakeholders at all levels (essential);
- Have strong interpersonal skills both written and oral
- (essential);
- Be a creative thinker and able to anticipate and solve problems (essential);
- Be able to maintain confidentiality (essential).





# APPLICATION DETAILS

## Vacancy Details

Working year: term-time only plus 7 days (to include INSET Days)  
Working hours: Part-time 8.00am – 4:00pm Wednesday - Friday  
Salary: Scale point 8-11  
Start date: February 2026  
Location: Grace College, Gateshead

## Deadline

Closing date: 5 January 2026  
Interviews to be held – W/C 12 January 2026

## How to apply:

For further information, please visit [www.esf-web.org.uk](http://www.esf-web.org.uk) or call HR on **0191 442 2000** or . A CV may be submitted to supplement your application but will not be accepted instead of a completed on-line application

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

