

Job Title:	Receptionist / Administrator
Grade:	Grade 4 pts 7 - 10
Salary:	£19,836.94 (actual salary based on 32.5 hrs) - £13.69 per hour
Location:	Paternoster School
Hours:	32.5 hrs per week Term Time Only, 39 weeks per year (Inc. INSET days)
Contract:	Permanent
Closing date:	22.03.2026
Interview dates:	27.03.2026
Start Date:	TBC

About Us

Are you looking for a fulfilling, worthwhile and secure job? Would you like to have a job that makes a real difference? Come and join the team at Paternoster School, Cirencester, part of the SAND Academy Trust, a Trust in Gloucestershire offering exceptional education in our eight schools.

About You

We are excited to offer an opportunity for a Receptionist/Administrator to join our dedicated and friendly team to provide reception cover and support in a busy school office/environment. The reception area is a particularly busy part of the school and patience is required as well as an organised approach. Previous experience of working in a school is an advantage although not essential.

The Role

The purpose of the job is to provide reception cover and administrative support in a busy school office/environment.

The Trust

We are passionate that every child deserves the very best education. As a partnership we will: improve outcomes, opportunities and life chances for children and young people, offer more / wider support for their families and share and develop staff expertise.

Our Benefits

By joining our team, we can offer you, generous annual leave allowance, generous pension scheme (LGPS), Employee Assistance Program & Counselling, Occupational Health Service, Continuing Professional Development and Staff Get Staff Referral Scheme. Applications for flexible working or job share will be considered on an individual basis.

Additional Information

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As part of our Safe Recruitment Practice, we will need a completed application form before any offers, and all staff will require safeguarding/pre-employment checks which include an enhanced DBS, satisfactory health clearance and evidence of Right to Work in the UK. Please ensure that you have read and understood the information within the Candidate Information pack and understood our Statement on the Recruitment of Ex-Offenders which can be found on our careers page.