



Receptionist (Trainee)

Salary: 25,533–25,681 FTE - £22,184 -£22,312 **Actual**

Permanent role

Start Date: ASAP

Hours: 8:00am – 4:00pm

Term Time only

We are seeking a bright and dynamic individual with excellent communication skills to complement our existing administration team. This is a trainee role and would suit someone wanting to develop their knowledge and skills in administration with the school supporting you with your ongoing training. The ideal candidate will be well organised, self-motivated, and possess a keen attention to detail.

You will be someone who not only enjoys working with children but also demonstrates patience, flexibility, reliability, and trustworthiness. If you are passionate about making a positive impact within our school community and possess the skills we are looking for, we encourage you to apply for this exciting opportunity to join our team.

We are committed to providing our children with a truly unique experience, ensuring our curriculum reflects the rich diversity of our children enabling them 'to be the best they can be'.

The role:

In this role, you will provide comprehensive administrative support to the school, including assistance to the Senior Leadership Team, staff, governors, pupils, and parents. Your responsibilities will encompass the administration of Extra-Curricular clubs, ensuring that all activities are well-coordinated and efficiently managed. Additionally, you will play a crucial role in running an effective front-of-house service, addressing front-line enquiries from children, parents, and visitors.

We can offer you:

- **A warm supportive school with a strong sense of community:** we are affectionately known as 'the TLAP family' by staff, students, and parents alike
- **An aspirational staff team:** "I have never worked in a school where leaders care so much about their staff" TLAP Teacher
- **Happy children with a thirst for learning:** 'There is a buzz of high ambition and aspiration for every pupil and member of staff 'to be the best they can be' Ofsted June 2024
- **An impressive modern building** - built in 2015, with significant investment to support 21st-century learning
- **Part of the Arbib Education Trust**, our friendly, three-school trust provide access to unique resources, support and opportunities to work with a wide range of staff and career progression/leadership

Our perks

The wellbeing and professional development of all our colleagues really matter to us. Our wide-ranging staff benefits include:

- **Work-life balance** - innovative approach to providing flexibility around how, when and where you work with our 'Extra Flex' scheme, as well as subsidised social activities, and a day off in term time
- **Generous funding for personal development** - to support our learning culture and further your qualifications
- **Ways to save** - including staff discounts, a world class pension, contribution towards private healthcare
- **Healthy body and mind** - free onsite gym, free tea & coffee, cycle to work tax free scheme, free annual flu jab, Employee Assistance programme with professional counselling, and wellbeing resources
- **Free on-site parking** - our spacious site means you can always park

We reserve the right to close applications early should we receive a sufficient number of suitable candidates.

Please do not hesitate to contact Denise Singh, should you wish to discuss or have any questions regarding this role.

Closing date: 9.00am Monday 13th April 2026

Interview date: Wednesday 22nd April 2026