



RECEPTIONIST AND ADMINISTRATION OFFICER

City of Derby Academy

Permanent

37 hours per week, 39 weeks per year

Scale 4 - £23,094 - £24,596 Pro-rata (£26,736 - £28,475 FTE)

QEGSMAT are seeking to appoint an enthusiastic Receptionist and Administration Officer to join our hardworking and high achieving team at City of Derby Academy.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

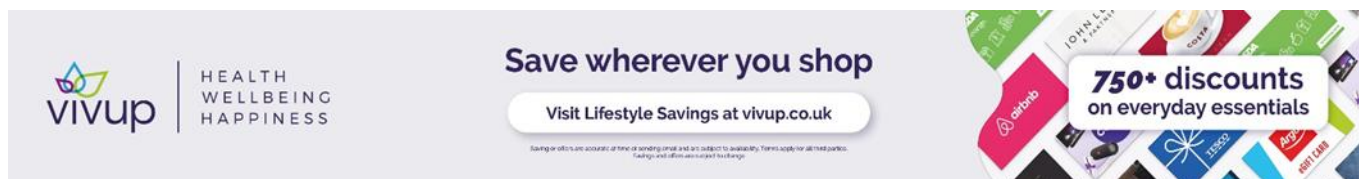
City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- QEGSMAT is a recognised Disability Confident employer.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff.
- Family-friendly policies.

- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup



QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check. The Trust is also a United Kingdom Immigration and Vetting Sponsor therefore, sponsorship for skilled worker visas may be available.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Lydia Singleton on 01332 70450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit <https://qegsmat.face-ed.co.uk/vacancies>

Closing date for applications: Sunday 31st August 2025

Interview date: Friday 5th September 2025

Salary: Scale 4 - £23,094 - £24,596 Pro-rata (£26,736 - £28,475 FTE)

Potential Start date: ASAP



Post Title: Receptionist and Administration Officer

Reporting to: Headteacher's P.A

Responsible for: Reception and Administrative Duties

Scale: Scale 4

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

Purpose:

To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

Main Duties

ROLES AND RESPONSIBILITIES

- Provide a professional and welcoming front-line reception service to all staff, students, and visitors.
- Ensure all visitors, staff, and students follow the academy's sign-in and sign-out procedures.
- In the absence of the Headteacher's PA, maintain and update the Single Central Record for staff and visitors.
- Operate the academy's telephone switchboard, directing calls appropriately and taking accurate messages.
- Open, sort, and distribute incoming post.
- Frank, record, and dispatch outgoing mail; deliver to the Post Office when necessary.
- Monitor and maintain sufficient credit on the franking machine, ensuring compliance with postal regulations.
- Book meeting rooms on behalf of staff and display daily schedules on room doors.
- Provide general administrative support, including but not limited to: minute-taking, data entry, filing, printing, and responding to information requests.
- Support the Headteacher's PA with administrative tasks as required.
- Provide cover for other administrative desks during lunch breaks or staff absences.
- Ensure timely delivery of forgotten items (e.g., PE kits, lunches) to students/student services.
- Receive and relay communications from parents/carers to the appropriate departments.
- Foster and maintain positive relationships between the academy, parents, and students.
- Assist with the organisation and delivery of academy events as needed.

METHODS OF WORKING

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.



Person Specification – Receptionist & Administration Officer

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) Grade C or above in English and Mathematics Administration Qualification 	<ul style="list-style-type: none"> First Aid 	Application Form Certificates
Experience	<ul style="list-style-type: none"> Experience of working in a busy school office environment, fulfilling a range of administrative duties 		Application Form References
Skills	<ul style="list-style-type: none"> Excellent communication skills both verbal and written Systematic and practical with strong organisational skills Self-motivated with the ability to manage time effectively and prioritise workload Able to work under pressure and to meet deadlines Proficient user of ICT including Microsoft Word and Excel Practical and resourceful with a flexible approach to work Calm, patient and approachable in all situations with a strong customer care focus Effective communications skills Ability to work as part of a team or independently Ability to relate to both adults and students Able to deal with confidential information in a sensitive manner 		Application Form References
Knowledge	<ul style="list-style-type: none"> Understanding of the Keeping Children Safe in Education Single Central Record (SCR) 	<ul style="list-style-type: none"> Knowledge of Health & Safety Regulations 	Application Form References

Personal qualities	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts 		Application Form References
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