



WE ARE A PROUD MEMBER OF
KEYS ACADEMIES TRUST

Recruitment Pack

Receptionist & Administrator



THORPE
PRIMARY ACADEMY

Welcome

Thank you for your interest in this exciting role. The post offers the opportunity to make a real difference to the lives and aspirations of the children in our care.

Thorpe Primary School is a wonderful, multi-cultural school where children feel safe, happy and secure. We are a vibrant place of learning, underpinned by expert teaching of a broad curriculum and high levels of pastoral care. Our children leave well-prepared for the next phase of their education, taking with them a love of learning, a curiosity about the world, the ability to care about others and a confidence that they will succeed.

We are proud to belong to Peterborough Keys Academy Trust, and this gives us the opportunity to collaborate with other schools and to further enhance our children's school experiences.

I hope that, by reading this information pack and by considering how your own skills match those needed to meet this fulfilling role, you will feel inspired to apply for the post. Visits to the school are very welcome; meeting the staff and the children will, I am sure, give you a clearer picture of the opportunity that this role offers.



THORPE
PRIMARY ACADEMY

Thorpe ethos



Challenge

- Respectful behaviour is modelled by all
- Effective communication is a shared responsibility
- Staff development is supported to create an outstanding workforce



Inspire

- Children enjoy an engaging curriculum
- There is effective collaboration between home, school & staff
- Children are nurtured so they develop into confident, responsible & caring members of the community



Succeed

- Children feel safe, happy and secure
- Children are prepared for adult life
- All staff are valued and supported



THORPE
PRIMARY ACADEMY

Job Description

Purpose of Role

- To provide an efficient and effective reception service to visitors and callers and provide productive and high quality administrative support to ensure the efficient running of the school office administration function and all day-to-day operational procedures within school.

Principal Duties

Reception

- Ensure the effective operation of reception for all visitors to the school giving information and directions to assist them adequately in the purpose for their visit and to record visitors onto and away from site in line with security and safeguarding procedures
- Provide assistance for staff and students with any enquiries made at reception by resolving or reducing queries and giving advice where appropriate
- Manage phone calls. Effectively transfer calls, take messages and identify and deal with queries raised by callers by liaising with staff members as necessary
- Ensure reception facilities are always kept tidy and are welcoming to all visitors
- To be responsible for ordering staff badges and maintaining the staff photo board.
- To open check and distribute post, parcels and emails to recipients. Post box to be checked daily
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures



Job Description (continued)

- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Ensure the compliance with GDPR within the office, and with other Staff throughout school.
- Maintain a tidy school office area with a 'clear desk' philosophy so that a professional office is maintained.

Administration

- Provide timely and effective operation of administrative support service to the Headteacher, Office Manager and School Business Manager to a high standard and level of accuracy at all times
- Use of Arbor (or appropriate MIS system) for recording, storing, retrieving, and analysing information of students and staff as required and assist the Office Manager with ensuring the necessary data is available to complete the school census
- Ensure pupil emergency contact information is kept updated and as a minimum, on an annual basis, sent out to parents for review / amendment
- Ensure InVentry and MIS are accurately updated with the arrival times of late pupils.
- Manage school lunches daily via ParentPay. Responsibility for the management of school meal accounts via the ParentPay system
- Responsible for loading all trips onto ParentPay and collating all relative information including monitoring and liaising with staff regarding trip permission and payments from parents. Responsible for collating all pupil information prior to events including permission, payments, and dietary needs.
- Ensure the use of electronic payments and communications with all parents throughout school including in respect of booking and invoicing Breakfast club.
- Manage communication sent to parents in accordance with school requirements using our MIS system as a primary source of communication.
- Perform the year end process on Arbor (or appropriate MIS system) for movement of students into new year groups in preparation for the new academic year.
- To be responsible for the school central calendar
- Help organise events including but not exclusively, Parent Teacher evenings, Photos, Vaccines etc
- To create and distribute the weekly newsletter using powerpoint.

Job Description (continued)

- To input first aid incidents onto the schools Health and Safety system.
- To administer medication
- Organise and manage all aspects of after school clubs
- Production of letters and other communications, to a high standard with excellent grammar and punctuation.

Other Duties

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.
- Any other reasonable duties as requested.

Person Specification

The applicant will be judged against the following criteria:

	ESSENTIAL	DESIRABLE	EVIDENCE
COMMITMENT	A clear recognition of and commitment to all our aims as a high performing school. Smart business dress.	Tangible evidence of the commitment to education in the current post.	Letter of application Portfolio of work (where appropriate) Interviews
QUALIFICATIONS	A good basic level of education with at least 5 GCSEs including English and Mathematics.	A specialist qualification with evidence of an interest in continued training.	Application form



Person Specification (continued)



EXPERIENCE	Previous administrative experience. An ability to respond well to periods of pressure. The ability to show initiative.	Successful experience in a school or college.	Interviews References Portfolio of work Letter of application
STAFF DEVELOPMENT	An understanding of the importance of training. A proven desire to improve.		Letter of application Interviews
RELATIONSHIPS	An ability to work with our students. Good listening skills. The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.		References Interviews Letter of application

'What the children say...

If I could describe Thorpe in one word, I would say flawless! I have only been in the school for 3 years and, dare I say, it has been the best 3 years of my entire life! From the wide range of subjects to all the spectacular school trips, it's just fabulous! Working here must be one of the best work experiences of your life! The comfortable, heartwarming staff will help you fit right in! The students here have been taught exceptional manners and will not even think of anything foul. **Faithful**

I really like Thorpe because the lessons are amazing, the teachers are amazing! I believe Thorpe also has amazing opportunity such as swimming, sports events organised by our P.E teacher and also events at Jack Hunt. To all those teachers out there, I believe you will love your school and want to apply here because the children are so kind. **Eesa**

Thorpe is a good school and we have many happy times. Us Thorpians would highly appreciate if any new members came. We respect all teachers, all students and the school environment. **Insiyah**

Thorpe is an amazing school! When I first came I was scared but the teachers and classmates guided me through and now I can write cursive writing in seconds! The three simple rules are ready, respectful and safe, which makes the whole school steady and calm. It is a great place to work as well because the adults aren't strict, they like a good laugh too! The food is a 10/10, especially the wedges, they taste incredible. The trips are fun too, like swimming, camping, museum visits and more! **Kleon**

Thorpe Primary school is the best school I ever went to because the teachers are so funny. You can talk to the teachers or you can write your problems in the problem box. There are tournaments and house competitions. The food here is delicious: there is chips, pizza, roast chicken, mash potato and more. If you are interested in joining our school you might get happyfied! **Knox**

How to apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact the school office.

Visits to our school are warmly welcomed, please contact the school to arrange a tour.

Tel: 01733 264340

Email: office@tpa.keystrust.org

Apply at: www.keystrust.org/vacancies

Closing date: Monday 3 November 2025 at 09:00

Interview date: Friday 7 November 2025

We reserve the right to interview on receipt of application and appoint before the closure date..

Keys Academies Trust Schools are committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. All staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with school policy and current legislation.