



Bolingbroke
Academy

Receptionist

An exciting opportunity has arisen for a Receptionist to develop their career within our passionate and ever courageous community

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

The Role

To provide a welcoming and professional first impression of the school, ensuring efficient and effective reception services and supporting administrative functions.

Reports to:	Office Manager
Start date:	November 2025
Contract:	Permanent, Term-time only plus 2 weeks, 8am –5pm Monday to Friday
Salary:	Ark Support Payscale Grade 4, Point 3-7 (£28,143 - £29,843) - Subject to pro-rata
Closing Date:	Monday, 10 th November 2025

Key Responsibilities

Reception Management

- Greet and welcome visitors, parents, and students with a friendly and professional demeanor.
- Manage the reception area to ensure it is tidy and presentable at all times.
- Handle incoming calls, emails, and inquiries, directing them to the appropriate staff members.
- Maintain visitor logs and ensure all visitors follow safeguarding protocols.

Administrative Support

- Assist with general administrative tasks such as scanning, photocopying, and data entry.
- Support the team members and other staff with various administrative duties as required.
- Manage the distribution of incoming and outgoing mail.

Communication

- Provide accurate information to visitors and callers about the school and its activities.
- Communicate effectively with staff, young people, parents, and external stakeholders.
- Assist in the preparation and distribution of school communications, such as newsletters and bulletins.

Event Coordination

- Support the coordination of school events and meetings, including room bookings and preparation.
- Assist with the organization of school photos and other events requiring visitor management.

Safeguarding

- Ensure all visitors adhere to the school's safeguarding policies and procedures.
- Maintain a secure and safe environment in the reception area.

Other Responsibilities

- Complete requisite administrative tasks in an efficient and effective manner.
- Participate in and contribute to team development initiatives.
- Be trained as a First Aider and Fire Warden for the school.

Person Specification

Qualifications and Skills

- Right to work in the UK.
- The role is subject to an Enhance DBS clearance
- Experience in a receptionist or administrative role, preferably within an educational setting.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficiency in using office equipment and software, including Microsoft Office.
- Ability to handle multiple tasks simultaneously and work under pressure.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to work on own initiative, as well as a member of a team.
- Excellent inter-personal skills with the ability to work as part of a team.
- Compliance with the academy's Health & Safety policy.

Personal Characteristics

- Friendly and approachable with a positive attitude.
- Professional and courteous manner.
- Ability to remain calm and composed in busy or challenging situations.
- Strong attention to detail and accuracy.
- Enthusiastic and proactive approach to work.