

Receptionist / Administration Officer

Salary: £25,459 – £25,911
Hours: 8:00am – 4:30pm (1-hour unpaid lunch break)
Contract: Permanent, Term Time + 2 Weeks
Start Date: Mon 24 August 2026
Closing Date: Fri 17 July 2026
Interviews: Thurs 23 July 2026

Our beautiful and welcoming independent Muslim Preparatory School is seeking a highly organised and enthusiastic Receptionist / Administration Officer to join our busy school office team. This is a key front-facing role at the heart of the school, requiring excellent interpersonal skills, professionalism and the ability to remain calm under pressure. The successful candidate will need to be friendly, efficient and adaptable, with strong organisational skills to support pupils, staff and parents in a fast-paced environment.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. We follow safer recruitment practices and all appointments are subject to:

- *An enhanced Disclosure and Barring Service (DBS) check*
- *Children's Barred List check*
- *Online and social media checks*
- *Verification of identity, right to work in the UK and qualifications*
- *Satisfactory references, including from the most recent employer*
- *Medical fitness check to ensure suitability for the post*

All staff are required to engage in safeguarding training and uphold the principles of Keeping Children Safe in Education (KCSIE).

CVs will not be accepted – please complete the school's application form (available on our website).

Receptionist / Administration Officer

Key Responsibilities

As Receptionist/Administration Officer, you will play a vital role in ensuring the smooth and professional running of the school office. This is a key front-facing role at the heart of the school community. Your responsibilities will include:

- Acting as the first point of contact for pupils, parents, staff and visitors, providing a warm, professional and efficient service at all times.
- Managing a busy school office, including handling telephone and email enquiries, welcoming visitors and ensuring safeguarding procedures are followed.
- Maintaining accurate records using the school's Management Information System (MIS) and supporting staff with pupil attendance, communications and school activities.
- Coordinating administrative processes such as letters, reports, events and scheduling, ensuring deadlines are met.
- Supporting the Senior Leadership Team with organisational and administrative tasks.
- Assisting with the preparation and smooth delivery of school events, meetings and assemblies.
- Ensuring compliance with safeguarding, health and safety and data protection requirements at all times.

Person Specification

We are looking for someone who can demonstrate:

- Excellent communication and interpersonal skills, with the ability to build positive relationships across the school community.
- Strong organisational ability and attention to detail, with the capacity to prioritise effectively in a busy office environment.
- Confidence and resilience to work under pressure, remaining calm and professional at all times.
- Proficiency in ICT and confidence in learning and using school systems (experience with a school MIS such as BromCom is desirable).
- Experience in administrative work (school experience desirable but not essential).
- A positive, professional and flexible attitude, with the ability to work as part of a team.
- A commitment to supporting the ethos and values of an independent Muslim school.