


PADGATE ACADEMY

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 [padgateacademy](#)

Principal: Mr A McMillan Bsc (Hons)

Vacancy

Receptionist/ Clerical Assistant



PRIDE values
(positivity, resilience, integrity,
determination and endeavour)



Advertisement

Start Date:	To be agreed – February 24 th onwards
Contract:	Permanent
Hours:	Part-time – 20.5 hours per week over 2.5 days Wednesday (11.45 - 4.30pm) Thursday (8.00am – 4.30pm) and Friday 8.00am – 4.15pm
	Term time only - total of 38 working weeks per annum plus two INSET Days (44.16 paid weeks including holiday allowance).
Pay Range:	Grade 4 SCP 6 to 7 – Full year salary range £25,989 to £26,403 Actual salary for term-time only: £12,195 – £12,389 per annum

Padgate Academy, a distinguished member of the Warrington-based multi-academy trust "The Challenge Academy Trust," is committed to achieving excellence as a cornerstone of its community-focused mission.

In May 2023, Padgate Academy was judged to be 'good' in all categories by Ofsted. We are determined to progress the school further but need the very best staff to do so. We look towards our PRIDE values (positivity, resilience, integrity, determination and endeavour), which we aspire to demonstrate on a daily basis.

We are seeking to appoint a Receptionist/Clerical Assistant. Duties include:

- Welcoming visitors and directing them to the appropriate destination
- Having confidence in dealing with people of all ages and backgrounds and providing support as required to members of the public visiting the school
- Answering the telephone and forwarding messages to staff in a timely manner
- Organising the reception office to assist with efficient systems of work
- Providing clerical and administrative support to teaching and administrative staff
- Carrying out general clerical/administration duties as required
- Dealing with queries related to activities at the school
- Ensuring a high standard of customer service at all times
- Providing First Aid on a rota basis (full training will be provided)

The post holder will fully subscribe to the vision and values of the school

The successful candidate must possess clear communication skills, maintain a calm and respectful demeanour with students and staff, uphold reliability, trustworthiness, and adhere to Academy policies and procedures.

Join us at Padgate Academy as we embark on an exciting journey towards educational excellence. Apply now to make a lasting impact in our vibrant school community. Applications for job sharing arrangements will be considered. The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children and young people, requiring all staff and volunteers to share this commitment. Enhanced Disclosure from the Disclosure and Barring Service (DBS) is mandatory.

Applications must be submitted using the Padgate Academy non-teaching post application form available on our website at <https://padgateacademy.co.uk/vacancies>.

Closing Date: 12 noon Monday 9th February 2026
Interviews: Thursday 12th February 2026



Post Details

Location:	Padgate Academy, Warrington
Job title:	Receptionist/Clerical Assistant
Required from:	24 th February 2026 onwards
Reporting to:	Office Manager
Responsibilities:	Ensuring visitors are made welcome and directed to the appropriate destination. Be confident in dealing with people of all ages and backgrounds and to provide support as required to students. To answer the telephone and organise the reception office. Responsibilities will also include general clerical duties and providing first aid on a rota basis (full training will be provided).
Working Relationships	Administrative/support staff and Teaching Staff

Key Responsibilities

- Management and operation of the reception area, greeting and directing visitors, parents and students observing DBS protocol – issue lanyards/passes as appropriate.
- Signing in students/visitors and having an awareness of security issues, identifying visitor's purpose for being on site and informing the appropriate member of staff.
- Registering students who are late on our Arbor Management Information System where appropriate.
- Contacting parents and students as requested by teaching or support staff.
- Answering the telephone, taking messages with full details and passing to recipient in a timely manner.
- Provision of clerical and administrative support to teaching and administrative staff utilising appropriate Microsoft and Arbor applications.
- Distribution of incoming and outgoing mail and communications in a timely manner. Ensuring adequate monetary levels are maintained on the franking machine.
- Monitoring and maintaining supplies of administration resources.
- Attend designated meetings and training.
- Flexibility with covering periods of absence for job share colleague or other admin team members when required.



Other

- Work collaboratively and supportively with colleagues to achieve best outcomes for students; know when to seek help and advice.
- Maintain confidentiality inside and outside the workplace.
- Be willing to act as a First Aider (training will be provided)
- Carry out all duties with due regard and compliance with confidentiality and data protection regulations particularly with regard to student data
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times
- The post holder is responsible for the safeguarding and promotion of the welfare of children
- To be prepared to undertake relevant training as and when required
- Undertake such additional duties as are reasonably commensurate with the level of this post

In the fulfilment of these duties the post holder shall have regard to the:

- Requirements for Health and Safety at Work.
- Statutory regulations where they apply.
- Child protection and safeguarding.
- National agreed codes of practice.
- Academy Health and Safety Policies and security procedures.
- Copyright procedures
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General Responsibilities of all Padgate Academy Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

All job descriptions will be reviewed annually as part of the staff development process.

The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

All posts are subject to an enhanced DBS check.