



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM



Receptionist Recruitment Pack



WELCOME FROM OUR PRINCIPAL

Ms Scarlett O'Sullivan

Dear Applicant,

It is my great pleasure to be the Principal of our wonderful school. Barclay Academy has a long and much-valued history in the local community, and we are incredibly proud of that heritage. We are a warm and caring school, with excellent subject-specialist teachers and a strong, knowledge-rich curriculum. Our goal is to ensure that every student has the best possible opportunities so they can achieve their ambitions and thrive in the future.

As a proud member of Future Academies, we are committed to high standards and continuous improvement. We are particularly pleased with the progress the school has made in recent years, as reflected in our most recent Ofsted outcome.

Thank you for your interest in the Receptionist role.

Future Academies is passionate about diversity and inclusivity. We welcome applications from individuals with the skills and experience to fulfil the requirements of the job description, and whose values and qualities align with those in the person specification. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you believe you have the skills, experience, and attributes we are looking for, we encourage you to apply. We very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact Alison Walsh, Office Manager, on: a.walsh@barclay.futureacademies.org

We look forward to receiving your application.

Best wishes,

Ms Scarlett O'Sullivan
Principal
Barclay Academy





JOB DESCRIPTION

JOB TITLE:	Receptionist
LINE MANAGER:	Office Manager
HOURS:	37 hrs/wk (08:00 – 16:00), term-time plus one week
SALARY:	Scale 4, point 7 – 11 (£26,403 - £28,142) pro rata Starting point dependent on experience
PLACE OF WORK:	Barclay Academy, Walkern Road, Hertfordshire, SG1 3RB.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: • A supportive ethos and concern for the well-being of all colleagues • Excellent CPD opportunities and career progression • Employer Contributions to Local Government or Teachers Pension Scheme • Mintago – employee benefits platform • Employee Assistance Programme • Access to a Virtual GP • Eye Care Voucher scheme • Cycle to Work Scheme • Partnership with YellowNest - Salary sacrifice childcare For further information regarding our staff benefits, please visit our website.
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

Barclay Academy, part of Future Academies, seeks a Receptionist who has great communication skills and can remain calm under pressure.

MAIN RESPONSIBILITIES AND TASKS

Ensuring a welcoming and efficient support service to students, staff, parents and other visitors to the academy through:

- Operating the telephone switchboard system, dealing with calls appropriately and where necessary, directing queries promptly to the appropriate person, where possible.
- Operation of the premises entry and exit system.
- Operating the radio system for prompt contact of roaming staff.
- Receiving all visitors to the Academy and administering the 'signing in/out' system.
- Checking and noting visitor ID and DBS information, where appropriate.
- Ensuring that students, on entry to the premises, comply with Academy rules regarding mobiles.
- Entering and updating BROMCOM or passing attendance/absence information to the Attendance Team.
- Ensuring that the student emergency Epipens/JextPens stored in Receptionist are within date and communicating with parent/carers to request collection and re-issue, where required.
- Ensuring that the franking system is operational and in credit.
- Franking of outgoing mail and handing over to postal collection person.
- Delivering incoming staff post to correct collection points.
- Signing out students, checking reason for absence and completing necessary documentation.

OTHER

- Assisting with work in the Admin Team, where required.
- Support with events in school such as open evening.
- Undertake duties as directed by the Principal.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	GCSE English & Maths to Level 4 or above	
	- A good level of written English - Excellent communication skills - Organised, energetic & self-directed - Flexible & hard working - Able to communicate well with staff, students and contractors - Be confidential & discreet - Able to adapt and think on your feet - Safeguard & promote the welfare of children	- To have a working knowledge of BROMCOM or SIMS. - To have a working knowledge of Office 365 and Excel. - Committed to the wider school life.
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		

WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 69%.

APPLICATION PROCESS

1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications must be received no later than **Noon** on the **12th August 2026**. Applications after this date will not be considered.

2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

- The successful candidate will take up the post as soon as possible.

5. Additional information

- For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

