School Receptionist

Springdale First School

Location:	Springdale First School
Contract:	36.25 hours per week, 8.15am-4.00pm 5 days a week, term time only (39 weeks per year)
Salary:	Between £21,489 to £21,826 per annum (actual) £25,614 to £26,016 per annum full time equivalent
Application deadline:	Monday 7th December 2026
Interview date:	T.B.C.
Start Date:	A.S.A.P.

Springdale First School is an '**outstanding' (Ofsted October 2024)** school, in a beautiful setting, situated in the Broadstone suburb of Poole. We are a two-form entry school for children from Reception to Year 4 (age 4+ to 9+).

Springdale is a child centred, caring school with high aspirations for all. We are outstanding in all areas because of the hard work and enthusiasm from staff, governors and children.

Our motto, "Imagine, Believe, Achieve", reflects our commitment to encouraging creativity, self-belief, and ambition in every child. As a school, we place a strong emphasis on developing confidence and independence in learning, creating a safe and inclusive environment as well as ensuring that we are preparing children for future educational success.

You will be joining a dedicated team that is passionate about making a difference. As a member of our team, you will have the opportunity to shape learning experiences that are creative, inclusive, and meaningful. We are committed to the professional development and wellbeing of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Springdale First is in the Hillary Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Hillary Partnership is a multi-academy partnership based in Poole and Dorset. This enables us to work closely with other schools, enabling staff to develop alongside other colleagues beyond our school, sharing joint professional development opportunities and leadership networks.

Role Summary:

Springdale First School are seeking to appoint a school receptionist who can provide a front facing link between school, parents and the wider community.
The Receptionist helps create a positive first impression of the school, demonstrating excellent customer service and communication skills while upholding safeguarding, confidentiality and data protection requirements.
This role is integral to ensuring that parents and community members receive a high-quality service and that the school operates efficiently, safely and professionally.

We are seeking a professional individual who:

- Can provide a professional and welcoming environment for all visitors, parents and pupils
- Can manage incoming telephone calls, emails and face-to-face enquiries.
- Maintain visitor sign-in procedures and safeguarding protocols.
- Will provide confidential administrative support following Trust procedures and GDPR requirements.
- Can maintain accurate pupil registers on a daily basis, supporting pupil attendance administration and reporting.
- Can manage communications to parents face to face, on the phone and by email.
- Will undertake first aid training and assist with the provision of First Aid for pupils.
- Maintain first aid supplies ensuring stock is ordered and distributed to all areas.
- Is a natural multi-tasker with strong organisational and administrative skills.
- Has excellent written, communication and interpersonal skills.
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard.
- Is a self-starter who is motivated to use initiative and has a good attention to detail
- Has experience of working in an administrative role, undertaking variety of tasks

What we offer you:

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Mrs Tamsin Sandford by emailing hr@springdale.poole.sch.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at **Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust** and return to hr@springdale.poole.sch.uk.

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.