



Headteacher - Mrs Jemma Calverley
Fawcett Primary School, Alpha Terrace,
Trumpington, Cambridge. CB2 9FS
01223 840299
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www.trumpingtonfederation.co.uk



Growing and Learning Together



Headteacher - Mr Ollie Monro
Trumpington Meadows Primary School
Kestrel Rise, Trumpington, Cambridge. CB2 9AY
01223 840299
office@trumpingtonmeadows.cambs.sch.uk
www.trumpingtonfederation.co.uk

Receptionist/Administrator

37 hours per week Monday to Friday

Local Government Pay Scale 3 pts 5 - 6 (£25,583 - £25,989 fte) pro rata, Local Government Pension Scheme

Due to the retirement of the current post holder, The Trumpington Federation is looking for a resourceful and energetic person to join the team that looks after our two schools, Fawcett Primary and Trumpington Meadows Primary, located in Trumpington on the southern edge of Cambridge.

Reporting to the Office Manager, you will be part of the front of house team responsible for communicating with families, visitors and the public. You will support the safeguarding of our students, ensuring only authorised persons have access to the school, and visitors, ensuring they are properly supervised and aware of how to stay safe during their visit. You will have a key role in maintaining accurate student and staff records on a range of computerised systems, including supporting the twice daily registration process. You will provide support to Senior Management team to communicate with families, other care services supporting our students and the general public. You will support the organisation of a wide range of school events.

You will have excellent communication skills, thrive on being organised and be proficient in the use of ICT (especially Outlook, Word and Excel). You should be able to demonstrate the flexibility to manage changing priorities and an ability to focus whilst working in a busy environment. Ideally, you will have previous experience of working in a school or similar environment.

The working hours will be 8:00 am to 4:00 pm Monday to Friday with an early finish at 3:30 pm on either a Tuesday or a Thursday. There is an expectation that the successful candidate would be able to work flexibly. A reasonable amount of paid overtime, to cover occasional absence of other team members, is a necessary part of the role.

We are well served by transport links. Both schools are only a short drive from Junction 11 of the M11 and there is ample parking on each site. Trumpington Meadows is located adjacent to the Trumpington Park & Ride and Fawcett Primary is only a short walk from the Guided Busway. Both schools are well connected to safe cycle routes and benefit from secure cycle parking. Visits to our schools are warmly welcomed; please call the school office (01223 840299) to arrange this.


Trumpington Federation is committed to the safeguarding and promotion of children's welfare. All applicants will be subject to online checks prior to shortlisting and all appointments are subject to an enhanced Disclosure and Barring Service check. Safeguarding procedures form part of the induction process. A copy of the school's Safeguarding and Child Protection Policy is available to download from the Policies section of the school's website:

www.trumpingtonfederation.co.uk. The school will require a Certificate of Good Conduct, where applicable, from the professional regulating authority in the country in which the applicant has worked. References will be applied for prior to interview.

If you would like to apply for this position, please visit the 'Joining our Schools' section of our website www.trumpingtonfederation.co.uk and click on the 'Work with us' tab. You will then be able to download an application pack and an application form.

Closing Date: 23rd March 2026

Interview: Week commencing 13th April 2026

Job title	Receptionist/Administrator – The Trumpington Federation	 <p>Growing and Learning Together</p>
Salary grade	Level 2, Scale 3, pts 5-6	
Reports to	Office Manager	
Responsible to	Headteacher	
Hours	37 hours per week, term-time plus 3 weeks including the 5 professional days each year.	
Location	This is a cross-Federation role and the successful candidate can be required to work at either site.	

Job purpose

To work as part of the administration team supporting the school in attaining its aims and objectives by providing reception duties, administering pupil data, supporting effective communication and building positive relationships with our families, other care and support services and members of the public.

Duties and responsibilities

General Duties

- Contribute to the overall ethos, work and aims of The Trumpington Federation, respecting and supporting the role of other professionals.
- Work in line with statutory regulations, school policies and risk assessments.
- Maintain and develop own knowledge of regulations pertinent to role.
- Liaise with colleagues, neighbours and partner organisations; maintain positive working relationships; support effective communication within the office team and wider school
- Provide reasonable cover for the absence of team members.
- Support colleagues, particularly newer team members, to work with office systems, policies and procedures
- Deal with all confidential matters with tact and discretion; maintain records and systems in line with General Data Protection Regulations
- Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all and provide a high level of customer service to all stakeholders
- Attend relevant meetings and participate in training and other learning activities and performance development as required

Reception

- Act as point of contact for enquiries either by telephone or face to face and ensure that these are dealt with appropriately: responding to queries, taking messages transferring calls.
- Monitor assigned school generic emails and respond or direct to the appropriate staff member as required
- Greet and welcome visitors to the school and inform the relevant member of staff of their arrival
- Sign visitors in and out of the school and ensure visitors are issued with visitor badges and other information. Ensure that only authorised personnel enter the school.
- Arrange meetings and visits as required, liaising with appropriate personnel and recording appointments in school calendar and meeting room diary.
- Ensure the office, reception and foyer area is kept tidy, informative, welcoming and staffed at all times.
- Monitor stock and purchase supplies
- Update notice boards as required
- Ensure pupils who are late, leaving early or going on an off-site visit are signed in/out correctly
- Receiving deliveries, checking goods and arranging distribution of parcels
- To sort and distribute the incoming post and sort, stamp and dispatch outgoing mail.

Safeguarding

- Promote safeguarding the welfare of students, raising any concerns in line with the school's procedures.
- Assist with the recording and reporting of health & safety incidents
- In the event of a fire and/or any other emergency requiring staff to leave the building, to ensure that attendance sheets and visitors currently signed in report is taken to the muster point.

Pupil Data and Record Keeping

- Provide administrative support for the admission of new students, including uploading Common Transfer Files (CTFs) to the management information system (SIMS) and checks on eligibility for funding.
- Provide administrative support for students leaving the school, ensuring data is transferred securely and confidentially to their next setting
- Maintain student records in the Management Information System (MIS) and other school systems during their time at the school
- Support the twice daily registration process, including supporting classroom colleagues, particularly those new to role, to use ICT systems to take registers.
- Provide reports on student data held in the MIS requested by teachers, leadership team and governors.
- Ensure pupil records are maintained in accordance with the requirements of GDPR, storing records securely and disposing of appropriately when retention periods have expired
- Complete the termly Primary pupil census, termly EY headcount submission and annual Early Years census

Financial Duties

- Receipt payments from parents and hirers for services provided.
- Ensure that all monies are handled according to Federation procedures
- Monitor school dinner money arrears and report to the Finance Officer
- Assist with coordination of school collections and fundraising activities
- Assist with administrative arrangements for school trips

General Admin

- Gather information and submit online applications on behalf of the school: e.g. for licences
- Type reports, documents and letters; maintain school and meeting room diaries
- Ensure office stationery supplies are kept well stocked
- Photocopying, filing, archiving
- Provide administrative support for school events such as parents evenings
- Contribute to and circulate the Federation publications
- Contribute to development of the Federation website

The postholder may be required to undertake other tasks, commensurate with the grade and level, which the Office Manager may feel appropriate. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases however, where a permanent and substantial change in the duties of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation in line with the Pay Policy.

The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment.

Person Specification	Essential	Desirable	Method of Assessment
Communication & Literacy			
Confident, clear and polite when communicating with a variety of audiences (staff colleagues, governors, parents, pupils, contractors, neighbours).	X		Letter of application Application form Interview
Competent and confident using a range of communication technologies including school phone system, mobile phone and MS Outlook for email communication.	X		Application Interview Tasks
Educated to GCSE level or equivalent	X		Certificates
Excellent telephone manner – courteous, calm, efficient	X		
Personal Qualities			
Commitment to ensuring the safety of all site users, especially vulnerable children and adults, and the security of all school assets.	X		Interview References Vetting checks
Relates well to pupils	X		Tasks; References
Excellent attention to detail on data entry	X		Tasks; References
Honest, discrete and trustworthy: key holder and responsible for site security; has access to confidential records and school safe; responsible for critical H&S checks	X		Interview; References Vetting checks
Reliable and punctual	X		References
Enjoys working in a systematic way in line with defined procedures; tidy and organised	X		Past experience Interview
Able to work without close supervision to ensure tasks are completed	X		Past experience Interview
Energetic and enthusiastic; pro-active in identifying what needs to be done and getting on with the job	X		Interview
Remain calm in emotionally charge situations; behaves to de-escalate tension; Copes well with short-term changes in priorities	X		Interview
Comfortable in a lone-working situation	X		Interview
Works well as part of a team; used to working in shared spaces and using shared equipment and resources.	X		Experience, Interview References
Willingness to train and develop new skills	X		Application, Interview
Experience of specific systems and plant used by the school		X	Application, Interview
Skills and Experience			
Experience of/training in basic administrative skills, particularly accurate data entry and confidential record keeping.	X		Application form Interview, Tasks
Experience of using web-based software platforms and client portals	X		Application form Interview, References
Knowledge of GDPR	X		Application form Interview, Tasks
Experience in a customer facing role	X		Application form Interview, References
Experience of working in a school environment		X	Application form Interview, References
Experience in an administrative role	X		Application form Interview, References
Familiar with school ICT systems e.g. SIMS/Arbor/Bromcom, MyConcern, Wonde		X	Application form Interview, Tasks
Competent in using Office 365 suite: Word, Excel, Powerpoint, Outlook, Teams	X		Application form Interview, References