Abbey Gate College

Job Description & Person Specification	
Role	Receptionist & PA to the Head of the Infant & Junior School
Contract	Permanent, full time, term-time plus three weeks
Start Date	January 2027
Salary	Actual salary: £30,493 (based on the full-time, full-year salary of £36,032, which is Grade 6, Grade point 26 of the Abbey Gate College Support Staff Pay Scales).



Introduction from the Head of Abbey Gate College Infant and Junior School:



I would like to extend a very warm welcome to Abbey Gate College Infant and Junior School, which is situated in the beautiful, rural village of Aldford near Chester, just a short distance from our Senior School in Saighton Grange.

Set in extensive grounds, the school benefits from football pitches, a netball court, a wildlife garden and pond, a nature trail and an adventure playground.

Our Junior pupils occupy the original village school, which has been sympathetically refurbished to provide a wonderful learning environment.

Hazeldine Lodge, opened in September 2018, is our purpose-built modern facility; home to our Reception and Infant pupils. Spacious classrooms, with patio doors leading out onto our outdoor learning areas and extensive grounds,

Abbey Gate College

ensure our youngest pupils have the best possible start to their education. All of our classrooms are welcoming and equipped with up-to-date technology, including Clever Touch Screens, to support learning.

Our Mission:

The development of the whole child is of great importance. All pupils at Abbey Gate College are regarded as individuals who are supported and encouraged, by our caring and committed teaching and support staff, to reach their full potential and be the best that they can be. In doing so, we aim to nurture and develop happy, confident, motivated and self-disciplined children who are considerate, tolerant and sensitive to the needs of others.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



Thank you for taking the time to find out more about us. If you feel that you could bring the right balance of care, commitment, expertise and enthusiasm to this role, we would welcome your application.

Corinna Travis
Head of Infant and Junior School

Abbey Gate College

The Post:

Abbey Gate College is seeking to appoint a full-time Receptionist & PA to the Head of the Infant & Junior School. Applications from those wishing to work part-time, as a job-share, will be considered. Please indicate, in your application, whether you would prefer full or part-time employment.

This is a central role within our Infant & Junior School; the successful candidate will, as Receptionist, provide a warm, welcoming, personal, and friendly reception experience for our children, our parents, and all visitors in our Infant & Junior School setting, as part of the whole Abbey Gate College community. As PA, the successful candidate will provide a high level of administrative, organisational, and confidential support to the Head.

The Infant & Junior School consists of seven classes from Reception (EYFS) to J6 (Year 6). Small class sizes and specialist teachers ensure we offer our children a broad and balanced curriculum, which aims to develop the full potential of each and every pupil.

Outline of Role and Key Responsibilities:

Receptionist

- To positively complete all general Receptionist duties, with an emphasis on providing a welcoming and informative environment for visitors, and all members of our College community;
- to act as the first point of contact, for visitors, pupils and staff, liaising on issues and dealing with requests in a timely manner and in line with all Safeguarding requirements
- to liaise with the HR & Staff Wellbeing Manager, and the DSL / DDSL, to ensure that all coaches and volunteers are vetted correctly in line with KCSIE and ISI requirements;
- to assist with the provision of a comprehensive, professional reprographics service and assist teachers with reasonable administrative tasks, as required;
- to ensure that attendance is inputted onto the College system and any pupil absences are recorded in line with College policy;
- to ensure that Fire Lists and Registers are complete following morning and afternoon registration;
- to co-ordinate coaches and minibuses for the Infant and Junior school and set up Parent Pay and paperwork for trips;
- to complete admin requirements of co-curricular Clubs and oversee Out of Hours Care bookings; and
- to carry out any other duties, as appropriate.

Abbey Gate College

PA to the Head of the Infant & Junior School

- to provide the highest level of confidential administrative / PA support to the Head of the Infant & Junior School, including:
  - managing the Head's electronic diary and appointments schedule;
  - drafting of letters / communications
  - disseminating accurate and timely letters to parents, pupils and potential parents;
  - ensuring the timely and accurate inputting of pupil and parents' data on to iSAMS before pupils join the College, making any amendments to records throughout the academic year, as required;
  - maintaining key files, records, minutes and databases in electronic format / hard copy as required, developing intuitive filing systems;
  - keeping up to date records of staff absences;
  - assisting with the preparation of the College calendar for the next academic term, inputting events onto iSAMS / VLE;
  - assisting the Head in organising and co-ordinating internal and external events for the Infant & Junior School; and
  - carrying out any other duties, as appropriate.

Support for the College:

In addition to the day-to-day responsibilities of the role, you will also be expected:

- to support the College's commitment to safeguarding children and promoting their welfare, at a level appropriate to this role;
- to be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person;
- to support the College in its aims and objectives;
- to contribute to and promote the overall ethos / work / aims of Abbey Gate College;
- to comply with the College's Staff Code of Conduct and exercise mutual respect of pupils and staff;
- to participate in training, meetings, and performance development activities as required and attend CPD (Inset) days; and
- to undertake such duties as may, from time to time, reasonably requested within the level of the post.

Abbey Gate College

Person Specification:

The successful candidate will demonstrate the following:

Experience:

- Previous experience of working in a school and / or with primary-age children is essential;
- excellent customer service skills and experience of working in a customer-focused environment and / or school reception is essential;
- previous experience of supporting senior leaders in a PA / senior administrative role is essential;
- experience of using iSAMS and ParentPay would be an advantage; and
- experience of operating a telephone system / switchboard.

Qualifications:

- Minimum of five GCSE's (including English and Maths) grade A – C (or equivalent) is essential; and
- further relevant qualifications would be preferable.

Skills / Personal Qualities:

- High standard of literacy and numeracy;
- excellent communication and interpersonal skills, both written and verbal, and an ability to deal with sensitive matters professionally and tactfully;
- ability to work within a highly confidential role;
- computer literate and proficient in all Microsoft packages (especially Word, Excel Outlook and MS Teams);
- ability to prioritise workload effectively, with strong organisational / time management skills and the ability to meet deadlines whilst working in a busy, varied environment;
- ability to think creatively, use initiative, as appropriate, and propose ideas and solutions with clarity;
- understanding of GDPR / data protection, and the need for confidentiality;
- attention to detail, accurate and methodical;
- calm, professional, sensitive and friendly approach;
- a team player, willing to support other members of the College community;
- ability to work on own initiative;
- willingness and adaptability in tackling the variety of tasks arising in a school environment; and
- commitment to CPD and training opportunities.

Abbey Gate College

Terms & Conditions:

Remuneration

Based on 38.75 hours per week, term-time only plus three weeks: £30,493
(based on the full-time, full-year salary of £36,032, which is Grade 6, Grade point 26 of the Abbey Gate College Support Staff Pay Scales).

The working pattern is Monday – Friday, term time only plus three weeks, 8.15am – 4.30pm, inclusive of a 30-minute unpaid lunch break.

Employee Benefits

- Beautiful buildings and stunning grounds in a rural setting, just outside of Chester
- Friendly and supportive colleagues with a strong community feel
- Small class sizes
- Respectful, and friendly pupils
- Complementary lunch for all colleagues
- A Defined Contribution Pension Scheme, with Royal London, with an 7% employer's contribution and a minimum employee's contribution of 3% (AVCs optional)
- A Death in Service benefit of 3 x annual salary
- Discounted school fees
- Access to our extensive Employee Assistance Programme, including counselling provision
- Trade Union Recognition

Applicants are recommended to read the College's most recent ISI inspection report, from November 2025, which describes further the unique ethos of our school (available at: https://www.abbeygatecollege.co.uk/about-us/inspection-reports/).

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an online search and an enhanced DBS disclosure. Shortlisted candidates will be asked to complete a criminal records self-declaration form prior to interview. **References for shortlisted candidates will be requested prior to interview**; please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Equality, Diversity & Inclusion:

Abbey Gate College

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Process for Applications:

The closing date for applications is **Monday 16th November 2026 at 9.00am.**
Interviews to take place on **Thursday 19th / Friday 20th November 2026**.

In order to apply for our Receptionist & PA to the Head of the Infant & Junior School vacancy, please complete our Abbey Gate College application form (available at https://www.abbeygatecollege.co.uk/about-us/vacancies/). Please also include a covering letter, which should be addressed to the Head of the Infant and Junior School, Mrs Corinna Travis, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.
Should you require any additional information or assistance regarding your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.