

Headteacher: Mr C. Devlin

Kepier
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Reception Manager & Administrative Support to Senior Leaders

Contract: Permanent | Term Time + 20 Days

Hours: 37 per week | Mon–Fri, 7.45am–3.45pm (one 3:15pm finish/week)

Salary: NJC Scale 18–22 FTE: £30,559 – £32,654 Actual: £28,796 – £30,770

Start Date: TBC

We are seeking a confident, professional, and highly organised Reception Manager & Administrative Support to Senior Leaders to join our vibrant team at Kepier. This is a pivotal front-of-house role requiring efficiency and the ability to manage multiple responsibilities to a high standard.

As the first point of contact for our school community, you'll lead the daily running of our reception, support senior leadership with complex administrative tasks, and manage key processes including first aid provision and cover arrangements.

What You'll Be Doing

- Leading reception operations to provide a welcoming and professional environment for all visitors
- Line managing the reception and cover supervisor teams
- Providing high-level administrative support to the Senior Leadership Team, including diary and meeting management
- Coordinating daily staff cover and liaising with supply agencies
- Overseeing first aid provision and managing medical records and supplies
- Ensuring data accuracy within SIMS and adherence to GDPR and safeguarding policies

What We're Looking For

- A proactive, positive communicator who thrives in a fast-paced environment
- Strong organisational and IT skills (including SIMS, Microsoft Office, and/or Google Suite)
- Experience in managing a reception or front-of-house environment
- Confident in liaising with external agencies and senior staff
- Able to maintain discretion and professionalism at all times
- Willingness to undertake and lead on First Aid responsibilities

Kepier is committed to safeguarding and promoting the welfare of children and young people. An online search will be conducted for shortlisted candidates in line with KCSIE guidance. The successful applicant will be subject to enhanced DBS and barred list checks, along with other pre-employment vetting. Application forms, job descriptions, and person specifications are available online at www.kepier.com. Please submit completed application forms only (no CVs or additional statements) to: recruitment@kepier.com by 12:00 noon on Monday 30th June 2025.

Interviews are planned for Friday 4th July 2025. We're grateful for your interest in working at Kepier and wish all applicants the best of luck. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.