

Headteacher: Mr C. Devlin

Kepier  
Dairy Lane  
Houghton-le-Spring  
Tyne and Wear DH4 5BH

T: 0191 512 8960  
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## Reception Administrator

**37 hours per week, 38 weeks + 4 weeks**

**NJC Scale 3-4 FTE £24,027 to £24, 404 (Actual £22,640 to £22,995)**

We have an exciting opportunity available for a full-time Reception Administrator to join our team at Kepier.

We are looking to employ an enthusiastic, outgoing and adaptable individual who has the ability to succeed in the above role.

The successful candidate must have a proactive and positive approach, be confident in working effectively within a busy and challenging environment, and be capable of dealing with multiple tasks whilst maintaining high levels of customer service at all times.

This role does include aspects of basic first aid and the applicant must be willing to undertake training and application of the training in Kepier.

The right candidate will be computer literate with knowledge of Microsoft Office and/or Google Suite. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally, is essential.

The school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. All School posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants will be subject to appropriate background checks and vetting including an enhanced DBS check and checks against the children's barred list.

Application form, job description and person specification will be available on our website from Monday 1st September 2025 at [www.kepier.com](http://www.kepier.com). Application forms only (please do not attach additional letters or statements) should be returned to [recruitment@kepier.com](mailto:recruitment@kepier.com) no later than 12 pm noon on Monday 8th September 2025. Candidates taken forward to the next stage will be contacted and interviews are expected to take place week commencing 15th September 2025.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful. Previous unsuccessful applicants need not apply.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number: 10980753

