



## Receptionist/Administrative Assistant

Job Term: Permanent, Part-Time  
Hours: 35 hours per week (8am to 4pm, 39 weeks per annum, term time to include inset days)  
Salary Details: Grade D - Scale Point 5-6 £25,583-£25,989 pro rata (actual starting salary scale point 5 £20,948)

Based at: St Margaret's Academy, Barewell Road, Torquay, TQ1 4PA (Roll 420)  
Our school is busy, fun and friendly. We wish to appoint a Receptionist/Administrator on a permanent contract to start as soon as possible.

We are looking for a Receptionist/Administrator with a flexible working attitude, who has excellent organisational skills, a great sense of humour and who is able to cope with change and unpredictability in their working day. Someone with the ability to adapt and manage priorities and their own workload.

You will be the first point of contact, communicating with staff, pupils, parents and outside organisations and will therefore be approachable and friendly. Whilst working as part of our friendly Administration team, you will deal with pupil/staff data, financial and general office administration. You will be dealing with a range of sensitive information and therefore the need for confidentiality is essential.

Excellent communication skills and telephone manner, accuracy, reliability and sound ICT skills are essential. We will provide any necessary training and offer a happy and supportive environment within a lively and progressive Academy.

Applications would be welcome from well-motivated people who would be able to work effectively under the direction of the School Business Manager/Office Manager whilst also being able to use their own initiative.

Please email [snewman@st-margarets.torbay.sch.uk](mailto:snewman@st-margarets.torbay.sch.uk) for a job description, person specification and application

Closing date: Midday, Monday 6<sup>th</sup> October 2025 .  
Interview Date: Thursday 9<sup>th</sup> October 2025

A copy of our "Child Protection and Safeguarding Policy and Procedures", a copy of our "Policy Statement on Recruiting Applicants with Criminal Records" and the Privacy Notice for Job Applicants can be found on our website under "Policies">

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. As such all applicants will be required to submit details of two referees who will be contacted in advance of interviews for shortlisted candidates. The successful applicant will also be required to undertake an enhanced DBS check. We are an equal opportunities employer.