



WEMBLEY PRIMARY SCHOOL

*Like the phoenix we
Rise to our challenges
Strengthen our Learning and Shine in
Our Community*

Dear Applicant,

Thank you for your interest in the posts currently on offer at the school. The following information should support you in your decision to apply. We hope that you do!

Applications should be addressed to, the Headteacher and emailed to admin@wembleyprimary.brent.sch.uk or posted to Wembley Primary School, East Lane, Wembley, Middlesex HA9 7NW. If you would like to arrange a visit please contact the school by phone: 020 8904 3725. Visits are available from Tuesday 20 January 2026
We look forward to meeting you.

Yours sincerely

Mrs Taylor-Kent
Head teacher



Wembley Primary School
East Lane, Wembley, Middlesex HA9 7NW

School Receptionist/Administrator

Job details

Salary: £28,598 - £31,022 pro rata, plus London Weighting.

Hours: 8am – 5pm daily. We will consider a job share for this role 2 x part time

Contract type: Permanent term-time only

Reporting to: The School Business Manager

Closing date : 05 February 2026 Noon

Interview Date : w/c 23 February 2026

Start Date : 01 March 2026 or as soon as possible after this date.



We are seeking to recruit a school receptionist/administrator with enthusiasm and energy who is committed to ensuring the ethos of our school is upheld and shared with our school community.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are committed to safeguarding the welfare of our students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists

About Us

Wembley Primary School is a four-form entry community school in the borough of Brent.

Please visit our website: <https://www.wembleyprimary.co.uk/>

Our Values

We are determined and ambitious = Successful, Creative Learners

Positive and Inclusive = A caring, school community

Show kindness and empathy = A nurturing place to grow

What we can offer

A supportive and friendly environment. Wonderful children and families. Children who are eager to learn.

We understand the need to ensure our staff feel valued. We have achieved the Optimus Well Being award.

We provide an Employee Assistance Programme.

We have free car parking and can be accessed by overground and three underground train lines.

Please come and visit. Visits can be arranged by contacting the school office through our School Business Manager Dee O'Donnell.

Telephone 020 8904 3725 or email admin@wembleyprimary.brent.sch.uk

Application forms and information packs can be found on the school website:

<https://www.wembleyprimary.co.uk/about-us/vacancies-2/>



Office Receptionist/Administrator

Role Purpose:

To serve as the first point of contact for visitors, parents, pupils, and staff, providing a professional, welcoming, and efficient reception service that supports the smooth running of the school office and upholds the school's vision and values.

Duties and responsibilities

Reception and Front of House

- Act as the first point of contact for all visitors, parents, pupils, and staff, ensuring a warm, professional, and courteous welcome.
- Manage the school's main telephone line, responding to and directing calls promptly and efficiently.
- Handle face-to-face enquiries with professionalism, providing accurate information or directing to the appropriate staff member.
- Monitor and control access to the school site in line with safeguarding procedures, including signing in visitors, checking identification, issuing visitor passes, and informing visitors of health and safety and safeguarding protocols.
- Be vigilant and report any unknown or suspicious individuals on the premises in accordance with safeguarding policies.

Administrative Support

- Assist with managing the school's email inbox, ensuring timely responses and forwarding messages to relevant staff.
- Organise and distribute incoming and outgoing post.
- Maintain manual and computerised records, ensuring accuracy and confidentiality in line with data protection laws.
- Support staff with administrative tasks such as filing, photocopying, and printing, ensuring equipment is operational.
- Assist in organising school events, parents' evenings, and meetings, including room bookings and preparation.
- To support the newly formed Parent Staff Association
- Organise club lists and music timetables, including adding information to ParentPay.

Communication

- Draft and send professional email responses that reflect the school's ethos.
- Support the distribution of school communications including letters, newsletters, and social media updates.
- Provide information and support to pupils and staff as needed.

Attendance Support

- Report issues of lateness or absence to the Attendance Officer

SEN support

- Complete online authorisation of timesheets in accordance with school procedures and deadlines.
- Notify the SEN team promptly of any SMSAs (who provide lunch time cover for SEND pupils) who are absent.

Other Responsibilities

- Report any issues or faults with school IT systems or office equipment promptly.
- Maintain a tidy, organised, and welcoming reception area.
- Ensure notices on the noticeboard and those displayed in the reception area are kept up-to-date.
- Undertake training as required to develop skills and knowledge relevant to the role.

- Comply fully with all school policies, including safeguarding, health and safety, and confidentiality.

Skills and Qualities Required

- Excellent interpersonal and communication skills.
- Strong organisational skills and attention to detail.
- Ability to work calmly and efficiently under pressure.
- Discretion and respect for confidentiality.
- Proficiency in using office IT systems, including email, databases, and MS Office.

Other areas of responsibility

Safeguarding

- o Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- o Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- o Promote the safeguarding of all pupils in the school

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C/ Grade 5 in English Language (E)
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting (D) Experience working directly with pupils and parents (D) Experience working collaboratively with colleagues (D)
Skills and knowledge	<ul style="list-style-type: none"> Good listening skills (E) Effective written and verbal communication skills(E) Good knowledge of Excel (D) Ability to create good relationships with pupils, staff and parents (E)
Personal qualities	<ul style="list-style-type: none"> Willingness to provide the best possible opportunities for all pupils (E) Organised, proactive and self-motivated (E) Good time management skills (E) Commitment to upholding and promoting the ethos and values of the school (E) Ability to work under pressure and prioritise effectively (E) Ability to maintain confidentiality at all times(E) Committed to safeguarding, equality, diversity and inclusion(E)

D-Desirable

E-Essential