



School Administrative Receptionist

Join the operational heart
of our vibrant community
at Buckden C.E. Primary
Academy.



*Think it, Believe it,
Live it.*

AN ACT MULTI-ACADEMY
TRUST OPPORTUNITY.



A Warm, Welcoming Community

Be the friendly first point
of contact for pupils, parents
and visitors.



A Meaningful Role

Play a vital part in the smooth
running of our academy,
supporting pupils, staff
and families every day.



Make a Real Difference

Leave the corporate grind
behind for a career where
your skills directly shape
children's futures.





More Than an Office. The Heartbeat of Our School.

Buckden CE Primary Academy is a warm, thriving environment where every child is encouraged to excel.

We are seeking an exceptional Administrative Receptionist to support our front office. You will be the welcoming face of our academy, ensuring that pupils, parents, and visitors receive a warm first impression while providing efficient administrative support and helping our school run smoothly.

A Vibrant, Warm Community

The Best Job You'll Ever Have.



A Place to Thrive

Step into a joyful environment where pupils flourish and respect is paramount.



The Face of the School

Your office is the beating heart of our academy — the welcoming front line for pupils, parents, and staff.



Meaningful Impact

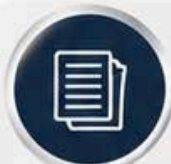
Leave the corporate grind behind for a career where your executive skills directly shape children's futures.



Redefining School Administration

Proactive. People-focused. Connected.

The Old Way



Reactive
front-desk tasks



Data entry
and filing



Passing on
messages



Isolated behind
a screen

The Buckden Way



Proactive office
leadership and
first impressions



Pivotal safeguarding
and pupil onboarding



Creative community
storytelling and
marketing



The connected hub
of the school
community



Think it, Believe it, Live it.

BUCKDEN C.E. PRIMARY ACADEMY
AN ACT MULTI-ACADEMY TRUST

Autonomy Backed by Trust Expertise



Local Leadership:

Full operational control of the Buckden office team.



Trust Partnership:

Direct support from ACT's central HR, Finance, and IT teams.



Shared Ethos:

United by our commitment to
Think it, Believe it, Live it.



Pillar I: The Front Office & Pupil Journey

A warm welcome, every step of the way.

Enquiry to First Day



Respond to Admissions Enquiries

Be the friendly first point of contact for prospective families.



Organize School Tours

Arrange and coordinate tours, giving families a real feel for our school community.



Arbor MIS Setup & Annual Rollover

Support the smooth setup and management of pupil records through Arbor.



First Day Welcome

Ensure every new pupil has a positive and confident start at Buckden C.E. Primary Academy.

The Micro Daily Rhythm

Supporting pupils, parents and staff with high-level customer service, every day.



The Heart of Our School

Making every interaction count, so our pupils can thrive.

Think it, Believe it, Live it.

BUCKDEN C.E. PRIMARY ACADEMY
AN ACT MULTI-ACADEMY TRUST



Pillar 2: Communications & Creative Marketing

Sharing our story. Celebrating our community. Creating a brighter future.



Flagship Communications

Designing and producing the weekly school newsletter, curating content, writing articles, editing photographs, and publishing the final edition.

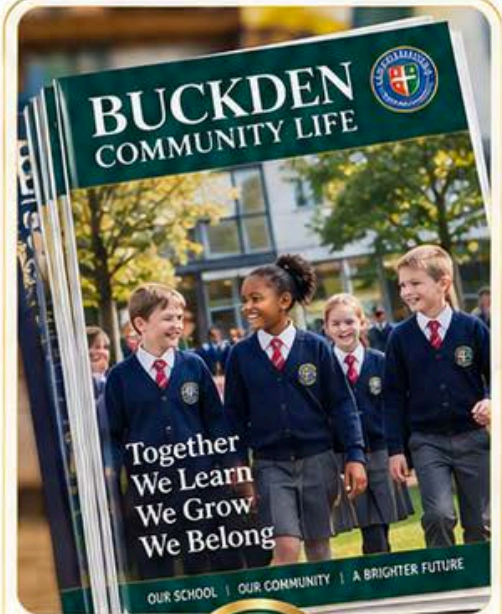
Showcasing the achievements, events and everyday life at Buckden C.E. Primary Academy to our whole community.



Digital Presence

Assisting with the maintenance of the school website and keeping our social media platforms vibrant, accurate and engaging.

Sharing the highlights of school life and celebrating our pupils, staff and community online.



Community Voice

Preparing correspondence for the PTA and drafting compelling articles for local community publications to showcase Buckden's brilliance to the wider world.

Strengthening our community connections and sharing the positive impact of our school beyond our gates.

Think it, Believe it, Live it.

BUCKDEN C.E. PRIMARY ACADEMY

AN ACT MULTI-ACADEMY TRUST





Core Pillar 3: Events, Educational Visits & Enrichment



Trips & Educational Visits

Organising quotes, bookings, and medical / dietary data for residential trips, while setting up smooth payment structures via Arbor.



Enrichment & Clubs

Coordinating administrative arrangements for Bikeability training, managing after-school club bookings, and facilitating peripatetic music tuition.



Events Administration

Driving the logistics for annual school photos, parents' evenings, ISP meetings, and ticketing for much-loved school productions.



The Uniform Shop

Managing ordering, stock control, Arbor shop administration, and distribution of our beautiful navy school uniform.

Think it, Believe it, Live it.

Buckden C.E. Primary Academy
PART OF ACT MULTI-ACADEMY TRUST

Welfare, Safety & Team Ethos

A SAFE, HAPPY AND SUPPORTIVE
ENVIRONMENT WHERE EVERY
CHILD BELONGS.



First Aid & Welfare

Acting as a qualified First Aider, maintaining critical medical/evacuation registers, and coordinating external health initiatives (flu vaccinations and vision screening).



Safety First

Serving as a Fire Warden, championing strict safeguarding protocols, and rigorously managing visitor access and security.



Trust & Discretion

Maintaining absolute confidentiality, complying with data protection, and providing indispensable support to the Senior Leadership Team.



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BUCKDEN C.E. PRIMARY ACADEMY
AN ACT MULTI-ACADEMY TRUST

Shaping Our School's Story



The Weekly Newsletter



Gathering vibrant community content, editing pupil photographs, and publishing the weekly update.



Keeping our digital front door welcoming by assisting with website updates and approved social media platforms.

Community Voice



Crafting articles for local publications and smoothly coordinating correspondence for the PTA and external partners.



Exceptional Work-Life Balance

Valuing our people. Enabling
our community to thrive.



Scale 5

(£29,542 – £32,046 FTE)



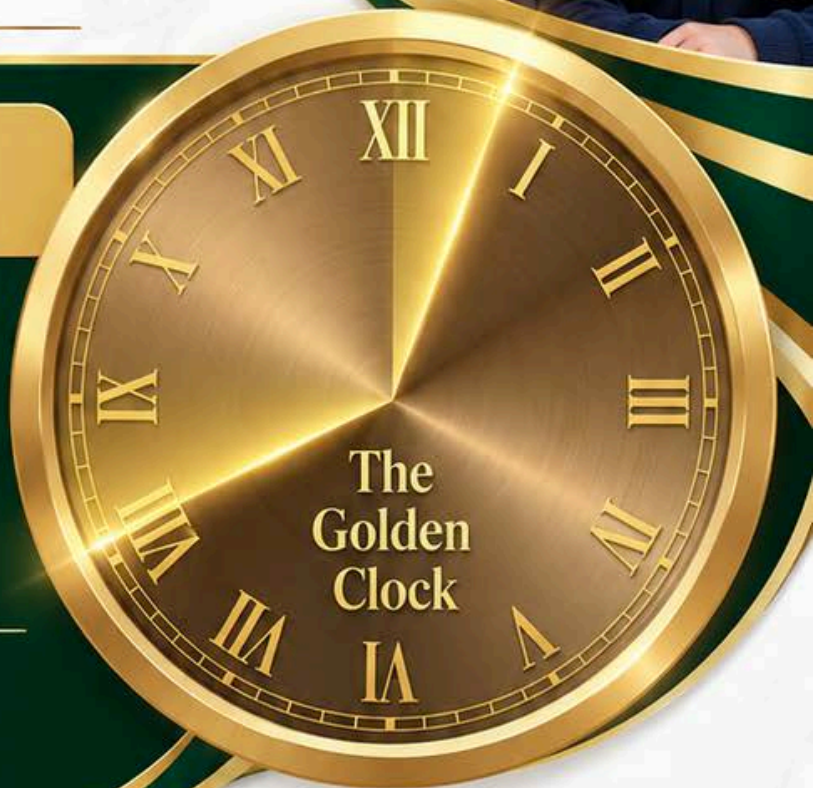
Part-Time:
18.5 hours per week



Term Time Only



Monday to Friday:
8:30 am – 12:15 pm



A highly competitive
pro-rata salary designed
to attract exceptional
professionals seeking
meaningful mornings.



Think it, Believe it, Live it.

BUCKDEN C.E. PRIMARY ACADEMY
AN ACT MULTI-ACADEMY TRUST

Your Next Chapter Awaits



9th October



**Application
Closing Date**

**Week beginning
12th October**



**Candidate
Interviews**

Apply now.

We would love to hear from you.

Buckden CE Primary Academy is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced DBS check and all statutory safer recruitment checks.