

Morecambe Bay Academy
Job Application
Receptionist



Morecambe Bay Academy

Welcome from the Headteacher



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Receptionist.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



Belong | Believe | Achieve

The Bay Learning Trust

Our Trust



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce gmilce@morecambebayacademy.co.uk to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe".

Jen Pardoe
Headteacher

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The Bay Learning Trust

Our Trust



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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Our Vision and Values



Vision and values

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

Belong

We are kind and compassionate

We are respectful

We are honest and trustworthy

Believe

We seek out new challenges

We are resilient and determined

We have high aspirations

Achieve

We work hard

We pursue excellence

We persevere

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Morecambe Bay Academy



JOB DESCRIPTION:	Administrator / Receptionist
RESPONSIBLE TO:	School Business Manager
GRADE:	Grade 4 NPS 4-6
ANNUAL SALARY:	£25,185 -£25,898 (Actual Salary £8,633—£8,878)
	This post is 15 hours per week , term time only. Monday to Friday
Closing Date:	9am Wednesday 8 July 2026
Interview:	W/C 13 July 2026

To provide a friendly, welcoming and professional front of house reception function.
To provide full administrative support to the administration team and teaching staff as required

Key Accountabilities

- To manage “front of house” area – greet all visitors and make them feel welcome. Confidently supporting and communicating with parents in a calm, understanding, and professional manner.
- To ensure school security arrangements are always complied with, including the issue of visitor’s badges.
- To project a professional image of the school at all times
- To assist with the smooth-running of the office
- Answer and direct all incoming phone calls Maintain the general email accounts, responding to queries / directing enquiries as required
- To update and manage the SIMS administration network
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Job Description



- To update and manage the SIMS administration network
- Process and distribute incoming post and frank outgoing post
- Carry out general admin duties e.g. typing letters, filing and photocopying as required
- Assist in the upkeep of contact records, including student, staff.
- Maintaining a clean, tidy and orderly admin office
- To administer first aid and medicine to pupils as required, in keeping with the school's policy

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the HR & Finance Administrator is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Safeguarding:

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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Person Specification



Key Criteria	Essential	Desirable
Qualifications	GCSE Grade A-C (Maths and English)	Experience of school systems
Experience	Proven experience in a front-of house reception role	Evidence of successful team working Administration in an education setting
Knowledge & Skills	Excellent working knowledge including MS Office (Word, Excel, Outlook) Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines Excellent interpersonal, oral and written communication skills Ability to work independently and as part of a small office team	Knowledge of education, schools, academies Knowledge of school based software Knowledge of safer recruitment in education and working together to safeguard children Advanced Excel and Word processing skills

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Person Specification



Key Criteria	Essential	Desirable
Personal Qualities	<p>Able to work on own initiative and take responsibility for individual pieces of work</p> <p>Able to work effectively and sensitively with a wide range of people</p> <p>Keen attention to detail and accuracy</p> <p>Highly confidential</p> <p>Committed & hard working</p> <p>Flexible and responsive to change</p> <p>Commitment to Equality & Diversity</p> <p>Highly self-motivated and proactive</p> <p>Ability to work well within a team and follow instructions</p> <p>Highly organized with an energy, drive and flexibility to ensure a job is done well</p>	

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