



Student Receptionist

Required: September 2026

Salary: Grade C – £24,796 - £25,583 fte (this salary will be pro-rata)

Hours: To be Discussed at Interview, Term Time plus 1 Week

Trinity School, part of the Newbury Academy Trust, is seeking to appoint a Student Receptionist to join our busy and welcoming front-of-house and pastoral support team.

This is an important role at the heart of the school day, responsible for the efficient management of student attendance systems, absence recording and on-call procedures, ensuring that safeguarding systems relating to attendance and missing students are effectively maintained throughout the school day.

At Trinity, we have exceptionally high expectations, a strong sense of community and a deep commitment to belonging, inclusion and academic excellence. The Student Receptionist plays a vital role in supporting this ethos, working closely with teaching staff, pastoral teams, Heads of House and senior leaders to keep our attendance systems accurate, timely and reliable, and to help keep every student safe throughout the school day.

We are seeking applications from colleagues who:

- have strong administrative and organisational skills, with excellent attention to detail
- are confident communicators, able to liaise professionally with staff, students, parents and carers
- are calm, resilient and able to manage urgent or time-pressured situations
- are proactive and assertive when following up incomplete registers or unexplained absences
- are confident using IT and MIS systems, and are willing to undertake training
- are values driven, reflective, and aligned with Trinity's ethos and culture

In return, we offer:

- A supportive, collaborative team culture
- A strong commitment to professional development at every stage
- Talented colleagues and enthusiastic students
- Financial Support for Career development*
- A fully funded private healthcare package
- Subsidised rates in our on-site gym

(* for some NAT courses)

This post would suit someone with experience of working in a people-focused, administrative or student-facing environment, ideally within a school or educational setting, who is looking to make a genuine difference to student safety and wellbeing.

If you feel that you are a good fit for this role, we would like to hear from you. Application is by application form and supporting letter to Dr C Wilson, Executive Headteacher, the former to include the names and addresses of two appropriate referees.

Your letter should outline your experience to date and how you would contribute to the pastoral and attendance team at Trinity. Applications should be sent via email to hr@trinity.newburyacademytrust.org

Further details can be obtained from the HR Team on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit our website <https://www.trinitynewbury.org/>
Please note:

The Trust reserves the right to interview suitable candidates before the closing date.

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required.

Closing date: 6th August 2026 (9am)
Interviews: Soon thereafter

Trinity School, Love Lane, Newbury, Berkshire RG14 2DU
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Trinity School is part of the Newbury Academy Trust

