



Trinity

LEARNING • LOVING • LIVING

JOB APPLICATION PACK

2026

Reception and Admin Assistant **One Year Fixed Term**

Mr David Lucas - Executive Headteacher

PRIMARY PHASE

Leahurst Road, London SE13 5HZ Tel: 0208 325 4551

SECONDARY PHASE

Taunton Road, Lee, London SE12 8PD Tel: 0208 852 3191

admin@trinity.lewisham.sch.uk
www.trinitylewisham.org





*Join
the
family*

LEARNING • LOVING • LIVING



www.trinitylewisham.org.uk



Trinity

LEARNING • LOVING • LIVING

About Trinity Church of England School

Welcome to Trinity school.

Thank you for your enquiry about the post of a Receptionist and Admin Assistant at Trinity Church of England School Lewisham. I hope this pack gives you all the information you need at this stage, and that we can look forward to your application. If you require any additional information or have any questions, please do not hesitate to contact us straight away.

Trinity, an all-through school, is a thriving community, where our staff and pupils are enthusiastic, conscientious, talented and caring. We take appointing new staff very seriously and seek other professionals who are committed to young people and supporting Trinity to continue to move forward. We are very proud of our school and are seeking like-minded people to join us with our vision and ethos of enabling all pupils to succeed in a happy and caring environment. The successful candidate will help support our inclusive vision in providing the very best education for all children and help us to achieve the next level of success.

Trinity is one school on two sites: are a two-form entry Primary School on Leahurst Road, London, SE13 5HZ; and a four-form entry Secondary School on Taunton Road, Lee, London SE12 8PD. Just a short walk between them.

The Primary Phase is in a renovated Victorian building that has a vast amount of space and facilities. We have a dedicated music room, food technology room and a large computer room alongside our library. We have 2 indoor spaces to use for PE / Whole School Worship and other events. We are lucky to have a large outdoor space as well.

The Secondary Site is a modern purpose-built building that has all the latest facilities. The building has a sense of space for all the school community. The Primary and Secondary Phase operate as one school to enable all pupils to gain the benefits from the through school ethos.

This academic year (2025/6) we volunteered for an early Ofsted inspection, and our full report can be found online. We are clearly 'Strong' in all areas. At Trinity pupils make rapid progress from their starting points. Pupils of all ages demonstrate detailed understanding across the subjects they study. Leaders are highly ambitious for children. Leaders systematically evaluate strengths and priorities for further improvement. Robust systems, and a keen analytical approach ensure that the school makes strategic decisions that put pupils' interests first. Trinity has established a highly positive culture that is conducive to learning. Pupils are settled and calm in the school. At Trinity pupils want to attend school and take their education seriously.



LEARNING • LOVING • LIVING

Transition, Curriculum and Assessment is shared across the phases, as well as Staff Expertise. Students from both phases benefit from being part of a through school as well as our staff. Despite separate buildings our pupils share a set of distinctive characteristics which make them true Trinitarians.

We have a strong Character Education that ties us together from early years through to Year 11. From the start of their academic career our young people are skilled, nurtured and supported through a family structure.

We have a strong Christian community, in which children and adults can flourish. A community where pupils fulfil their potential and achieve the very best educational outcomes, enabling them to make good life choices, to uphold British Values, and to take their place as citizens of the wider world.

Our vision:

To live life in all its fullness

Our ethos says:

- We are a Learning Community
- We are a Loving family
- We are Living good lives

To find out more about our school please do visit our website, <http://www.trinitylewisham.org.uk>, where you can look at the all-through school elements or the distinctiveness of each of the two phases.

We are a Church of England School, but we support all faiths and none – we have pupils and staff from all different backgrounds, and we work together to ensure everyone can live life in all its fullness. This vision is for both pupils and staff. Our characteristics are based on the Christian teachings but also follow the law of the land. As a church school we not only get reviewed by Ofsted, but also SIAMS – this looks at how we operate as a church school. Our last inspection (2023) saw us achieve an Excellent status in all areas. The report was clear that leadership is exemplary. That our school has a deep understanding of its purpose and vision. They found leaders at all levels were highly ambitious for their pupils and we drive a creative, holistic and innovative curriculum. This inspection team felt Trinity was transformational for pupils and enables all to grow in character and flourish as unique individuals.

The specific Job Description and Person Specification give the details for the job and highlight what we are looking for through this selection process. This booklet also provides you with our strategic plans which outlines our vision, ethos, distinctive characteristics and our priority work streams to help us develop towards outstanding. If you are interested, please do complete the application form. The details of the deadline can be found in the job advert attached at the back of this pack, as well as on our website.

We are a knowledge rich school with high expectations and standards. We invest in training for all our staff, so that we can all continually develop our skills and use the latest research to drive up standards. Many of our staff have been at Trinity for many years, and those that leave tend to secure a promotion. We are all a family and support each other.

We look forward to welcoming you to our family.

Thank you,



David Lucas - BSc (hons) MA, NPQH,
NPQEL, NPQSI,
Executive Headteacher



Janet Hills
Chair of Governors



Trinity

LEARNING • LOVING • LIVING

Administrative Department at Trinity

The Administrative Department at Trinity School is part of the school's wider support team, supporting school routines, classroom activities, technical and financial support, and administrative matters. The team is based across the school's two sites, with staff working from either location depending on the needs of the school. The core function of the Administrative Department is to ensure the best possible customer service for all stakeholders, both internal and external.

A key aspect of this role is to manage the school office reception and to support the Administration and HR Manager in delivering the school's administrative function, as outlined in the job description.

The school's support services are currently being refreshed to ensure processes are paperless and cashless. All staff are being supported to adopt this new way of working, which helps to maximise service delivery and, ultimately, improve pupil outcomes.

The Administrative Team works flexibly, supports one another's roles, and is committed to the core values of the school.

We are delighted to welcome you to our lively team.



Trinity

LEARNING • LOVING • LIVING



Trinity

Trinity Church of England School Lewisham

Executive Headteacher: David Lucas BSc (Hons) MA NPQH
Secondary Phase: Taunton Road, Lee, London, SE12 8PD
Primary Phase: Leahurst Road, London SE13 5HZ

Trinity is a successful 4-16 co-educational Church of England school with a passion for learning.

Reception and Admin Assistant

One Year Fixed Term

(SC 2 £30,225 – Actual is £25,900)

Required April 13th 2026

Trinity has a vacancy for a dynamic and super organised Reception and Admin Officer to join our flourishing family. Trinity is a fantastic place to work with motivated and well-behaved pupils, a committed and experienced governing body, dedicated staff and supportive parents. **Children of all abilities thrive.**

We are Exceptional from our SIAMs inspection and Ofsted rated Strong on all categories.

If you think you can contribute to the future success of Trinity and wish to join our thriving community, please review our application pack and apply for the position. For any questions or if you wish to visit the school, please contact our Administration and HR Manager Mrs Uloma Ezirim on 02088523191, email u.ezirim@trinity.lewisham.sch.uk or visit our website for more information: www.trinitylewisham.org.

Closing date: 12 noon on Sunday 22nd March 2026

Interview: Thursday 26th March 2026

Trinity is committed to safeguarding and promoting the welfare of children and young people

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job Details

Job title:	Reception and Administration Assistant
Directorate:	Trinity Church of England School, Lewisham
Reporting to:	Administration & Human Resource Manager
Grade:	Scale 2 – (Actual - £25,900) ; Full time/ Term Time

The School

“With you is Wisdom, she who knows your works, and was present when you made the world. Send her forth from the holy heavens; from the throne of your glory send her. That she may work at our side and that we may learn what is pleasing to you. For she knows and understands all things, she will guide us wisely in our actions and guard us with her glory”

Wisdom 9: 9-11

Job Description

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post will be expected to undertake any other duties that may reasonably be required by the Senior Leaders or their Line Manager from time to time.

Purpose of the post:

- Undertake reception duties, answering routine telephone (after 3rd ring) and face to face enquiries and signing in visitors.
 - Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
 - Assist in arrangements for school trips, events etc.
 - Assist with administration and tours relating to admissions
 - Manage the schools email box and ensuring messages are forwarded to the responsible persons.
-

Main duties & responsibilities:

Reception

- Deal with front line enquiries from staff, students, parents and other agencies.
- Ensure efficient service delivery in the school office for all stakeholders.
- Ensure all who contact the school are given a friendly and helpful service.
- Ensure all materials produced by the school office are to the highest standards possible.
- Ensure that visitors to the school are welcomed in a polite, friendly and professional manner.
- Ensure the Reception area is presentable, uncluttered and clean at all times.

Administration

- Provide routine clerical support including, photocopying, filling, faxing, emailing and completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks
- Sort and distribute mail.
- Assist with undertaking routine administration including registers and school meals.
- Assist with planning and administering School Immunisation.
- Assist with producing reports, labels and reprographics services.

IT Requirements:

- Assist the Assistant Headteacher Finance, Premises and Resources to integrate work processes to allow online collaboration and the use shared storage space for files and documents.
 - Assist with ensuring the school has appropriate systems, processes and controls in place to maintain and manage all aspects of School Administration.
 - Implement and maintain robust IT processes using SharePoint and Office 365.
 - Assist in maintaining the School's SharePoint site as instructed by the Assistant Headteacher Finance, Premises and Resources.
 - Maintain shared storage space, performing clean-ups and archive
-

data as required.

- Maintain a work environment in which the use of paper is eliminated or greatly reduced.
 - Convert documents and other papers into digital form to be stored electronically on SharePoint.
 - Assist in managing the school's IT needs.
 - Assist in maintaining the SIMS database of pupil records for attendance and punctuality et cetera, liaising with colleagues and SLT as appropriate and where necessary.
 - Take notes at meetings when required and use the text messaging systems as required.
-

Other duties:

- Manage a varied workload using a structured, timely and prioritised methodology.
 - Assist with any other administrative procedures as requested.
 - Assist with providing administration and support as part of the main school office function.
 - Assist with undertaking training as required in order to fulfil roles & responsibilities including First aid training.
 - Undertake First Aid Training.
 - Assist with maintaining general & pupil files following good practice guide lines and maintaining confidentiality at all times.
 - Deputise for absent colleagues as part of the office team.
 - Flexible working – provide cover at either the Primary or Secondary sites.
 - Provide duty cover as required during school lunch times, breaks and or at the end of the school day.
 - Assist with the administration of Parent Pay (issue credentials, liaise with Vendors etc).
 - Assist with hospitality when required.
-

Other Requirements:

- Self-review and critique all systems and processes associated with the role and improve and develop systems and processes where appropriate.
 - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy.
-

Standards & Responsibilities

- Undertake an Enhanced DBS Check every 3 years as requested.
 - Display a strong commitment to furthering equalities in both service delivery and employment practice.
-

lities:

- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
 - Model Trinity values to all staff, parents and students.
 - Be reflective, prayerful people seeking to be models of wisdom and happiness in the life of the school.
 - Foster the school's inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability.
 - Share accountability for ensuring Trinity is an outstanding school.
 - Develop the skills and talents of other members of the community.
 - Ensure own well-being and that of others by establishing an appropriate balance between life and work.
 - Plan, develop and implement specific aspects of the school in order to promote the highest possible standards.
 - Play an active part in the life of the school and its community leading and supporting staff and students and representing the school at public events.
 - Develop social cohesion and positive links with the whole of our local community.
 - Adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
-

Job title:	Reception and Administration Assistant
------------	--

Person Specification

Qualifications		Essential Desirable	
1.	GCSE 5 C's including English and Maths	✓	
2.	A level's		✓
Experience			
3.	Relevant and suitable experience of working within an Education environment	✓	
4.	Relevant and suitable experience of working with and supporting ICT and / or data environments	✓	
5.	Knowledge of Excel and Microsoft Office Suite	✓	
6.	Experience of undertaking a range of clerical and administrative duties.	✓	
7.	Knowledge of SIMS and / or other Education Management Information Systems	✓	
Knowledge			
8.	Good understanding of School Setting		✓
9.	Knowledge of Data Protection Legislation.		✓
10.	Knowledge of, or willingness to learn, a range of computer applications including SharePoint.	✓	
11.	Understanding and commitment of the school's vision.	✓	
Skills			
12.	Ability to work in an organised and methodical manner.	✓	
13.	Ability to maintain efficient record keeping systems.	✓	
14.	Good Numeracy and IT skills	✓	
15.	Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents.	✓	
16.	Ability to relate well with children and adults.	✓	
17.	Ability to show sensitivity and objectivity in dealing with confidential issues.	✓	

18. Work constructively as part of a team, understanding school role and responsibilities and own position with these.	✓	
--	---	--

Trinity is fully committed to the safeguarding of children. This post is subject to an enhanced Disclosure and Barring Service (DBS) check prior to appointment. The school also carries out other necessary checks including identify, right to work in the UK, proof of qualifications and two references (including most recent employer).