

Join Our Team!



**We have a part-time vacancy for:
Receptionist and Admin person**

Cavalry Primary School is a two form school based in the beautiful Fenland town of March. Our modern site has large, well equipped classrooms with exciting outdoor learning spaces. We prioritise a broad and deep curriculum; creativity lies at our heart. Our school's community, children and staff will give you a warm welcome.

We are proud and excited to be part of the Elliot Foundation. To learn more about our wonderful Trust please see the next page and visit their website [here](#).



The Elliot Foundation



Mission

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations.

Our motto, “Where children believe they can because teachers know they can” reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

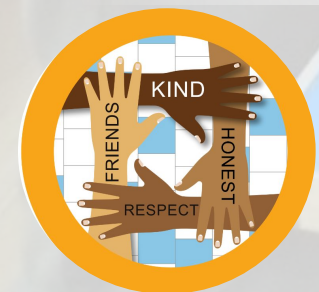
Vision

FOR CHILDREN: We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, ‘heroes of their own lives’ building the foundations for healthy and successful lives

FOR SCHOOLS: In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.

FOR SUCCESS: To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences.

FOR COMMUNITIES: ‘No man is an island’, children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities.



Awards



At Cavalry, we are passionate about offering our pupils a broad, high quality experience. We are thrilled to have been awarded the following awards.



**Artsmark
Platinum Award**
Awarded by Arts
Council England

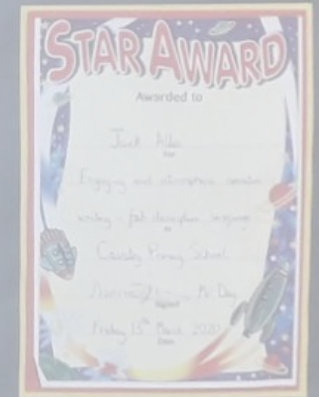
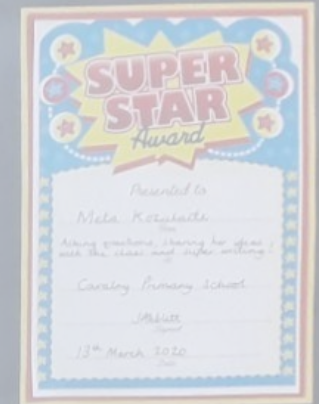
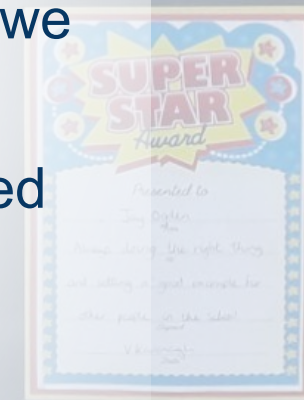
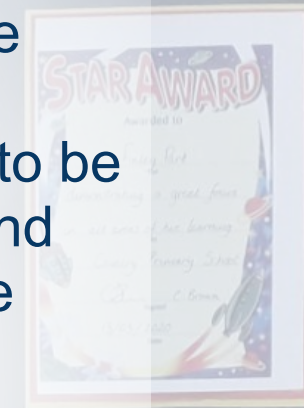


Our Staff

Our staff play a crucial role in supporting the school to achieve its vision and aims for the pupils. Staff are organised in phases with a phase leader and we encourage the sharing of innovative practice across the phase. All staff are actively encouraged to share their thinking and support the school in developing practice to be effective. Professional development is highly valued and there are a significant range of opportunities across the academic year, both internally and externally.

For PPA, staff are released with a partner teacher and we provide an opportunity for support staff to be briefed.

We have a Family Support Worker who provides tailored support to some of our most vulnerable families and children. We also have an Emotional Literacy Support Assistant (ELSA) who works across the school with children who have particular SEMH needs.



Cavalry Primary are looking to recruit a Receptionist/Admin assistant to our team



The skills and experience we're looking for

- Educated to GCSE level A–C (or equivalent) in five subjects, including Maths and English.
- Excellent organisational skills.
- Ability to work under pressure, prioritise tasks, and meet deadlines.
- Able to relate well to both children and adults.
- Excellent interpersonal skills, with the ability to communicate effectively with a wide range of audiences.
- Good written and verbal communication skills.
- Competent IT skills, including Google Workspace, Microsoft Word, Excel, and database systems.
- Ability to work on own initiative with a proactive approach.
- Self-motivated, with a positive and solution-focused approach to problem-solving.
- Ability to learn quickly and effectively.
- Flexible, resilient, and balanced in approach.
- Reliable, enthusiastic, and committed.
- Experience of dealing with customer complaints.
- Ability to establish and maintain appropriate professional relationships.
- Willingness to demonstrate commitment to the values and behaviours that underpin the Elliot Foundation ethos.

The role:

Alongside other members of the admin team, support the administrative needs of the school by:

- **Acting as first point of contact for parental enquiries and visitors to the school:**
 - Receiving, sorting and distributing the post, accepting deliveries
 - Answering the telephone, responding to emails and dealing with face to face queries at Reception - taking messages, giving advice and responding to general enquiries, ensuring all communication is delivered to the standard required by the school and the academy trust, receiving and assisting visitors
 - Handling first line complaints or queries from visitors or parents; referring more complex issues to a more senior member of staff.
 - Maintaining records of school visitors for security purposes, ensuring all visitors have signed in and are supervised where appropriate.

- **Assisting with pupil welfare and general school organisation**
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 - Contributing to the arrangement of school events, including organising school photographer's visits, arranging for purchase of photographs, arranging school medicals, vaccination programmes, co-ordinating the distribution of tickets for school concerts etc
 - Assist with pupil welfare duties, including liaising with parents when sick children need to go home and administering medication according to the relevant policy;
 - Liaise with the school catering team to share daily dinner numbers.
 - Chase unpaid accounts as instructed e.g. dinner money debts, trip charges owed.

- **Providing general clerical support to the headteacher and other members of the Senior Leadership team**
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 - Providing a secretarial service to the headteacher and general clerical support to the senior leadership team
 - Filing documents electronically and manually, taking responsibility for document and data management
 - Photocopy, scan and distribute documents. Send general letters/text to parents via ParentPay
 - Typing reports and correspondence using Microsoft Word and Google docs (G Suite), including using templates where relevant, responding to correspondence and emails on behalf of the school
 - Inputting data into school management information systems, finance software and our HR portal, and any other spreadsheets or databases required
 - Taking notes of meetings/minutes as required.

Staff benefits



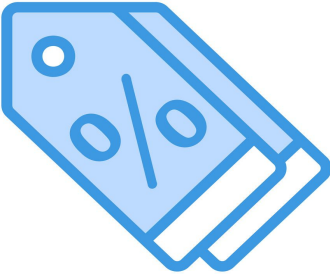
Networking & collaboration opportunities



Free flu jab



Cycle and tech salary sacrifice schemes



Discounts on gift cards and eGifts



Generous pension scheme



Free eye tests



L&D opportunities



Gym discounts of up to 25% and savings on memberships



Application

Visits prior to application are highly encouraged. Please contact us to arrange a mutually convenient time.

Please submit the application form with a covering letter describing why you would be suitable for the role. The application pack can be downloaded from our website.

Application deadline: 15/07/26 5pm

Interview date: Afternoon of 20/07/26

For further information, please contact:

office@cavalryprimary.org

01354 652814