



Receptionist/Administration Assistant

Recruitment Pack: July 2026





ABOUT US

WHO WE ARE

OUR APPROACH

Who We Are

ALP Schools are a chain of Independent Special Needs Schools. Each of our schools is Ofsted registered and caters for young people who have struggled in mainstream education due to their special educational needs. We also recognise the importance of building up routines, relationships, respect and trust in order to achieve successful teaching and learning. We are proud to offer a holistic and individualised approach to learning that truly empowers success.

Our Vision and Values

At ALP Schools, our vision is clear: *Empowering Success Through Holistic and Individualised Learning*. We hold a fundamental conviction that education can help every individual achieve their full potential, regardless of their ability. This isn't just a statement, it's the foundation of everything we do and the reason we exist.

Our approach is guided by our ARRRTT values, which underpin every aspect of our work with learners:

Attendance – We focus on improving each learner's attendance level to ensure they give themselves the basis to achieve.

Routine – Our tutors help learners gain routines adapted to their individual needs, ensuring they feel comfortable in the educational environment.

Relationships – Learners are supported in developing sound relationships with tutors and other service users, creating a foundation of trust and connection.

Respect – We work with learners and families in a holistic manner to maximize their life-chances and educational potential.

Trust – When pupils feel more secure and understood, they are empowered to take risks and grow in their learning.

Teaching – A formal, academic curriculum takes place, ensuring learners receive high-quality educational experiences tailored to their needs.

These values inform the decisions that we make and the interactions that we have, creating an environment where success is not just possible - it's expected.

This core belief drives our passion for working with learners and explains why our dynamic, bespoke approach successfully reaches so many disengaged and vulnerable young people. We understand that one size does not fit all, especially for children who face barriers to mainstream education.

Our unique strength lies in offering small class sizes where the curriculum is specifically tailored to each individual's needs. We recognise that successful teaching and learning are built on a foundation of strong routines, positive relationships, mutual respect, and trust, and we prioritise building these essential elements with every young person in our care.

From the moment of referral, we place the learner's special educational needs and disabilities (SEND) at the heart of our planning, alongside comprehensive family support, ensuring our educational interventions are both effective and appropriate.

ABOUT THE ROLE

THE SCHOOL

KEY RESPONSIBILITIES

ALP Schools are a growing chain of small independent schools catering to young people with special educational needs. ALP Sittingbourne is Ofsted-registered for 40 learners, with small class sizes ranging from one-to-one tuition to classes of up to six learners.

The school's vision is to empower success through holistic and individualised learning. We work with learners aged 7–19 years, ensuring that each individual's needs are met and that they are provided with a wide range of learning opportunities.

We care for the well-being of our learners and our staff team. All employees are provided with a BUPA Cash Plan scheme, annual well-being initiatives, termly perks, annual appraisals, and support for CPD to encourage career progression.

We are excited to be recruiting a Receptionist/Administration Assistant to join our Learning Support Team at ALP Sittingbourne. As the first point of contact for the school, the successful candidate will be a welcoming, organised presence at the heart of our site, supporting both the smooth day-to-day running of the school and the wider work of our Senior Management Team.

Alongside greeting visitors, managing sign-in procedures and fielding calls, the post holder will take on a varied administrative role including maintaining student information and files, managing petty cash and resource cards, coordinating stationery orders, updating the Admissions and Destinations register, and minute-taking at school meetings. The role also involves working closely with contractors on site walks and supporting communication with parents, including weekly lunch menus.

This is a fantastic opportunity for someone who enjoys variety in their working day and wants to make a genuine difference to young people with special educational needs, within a friendly and supportive team environment.





ABOUT THE ROLE

APPLICATION

KEY RESPONSIBILITIES

Salary range/Grade	£14,600
Contract type	Term Time, 40 weeks per year
Responsible to	Head Teacher
Hours	Mon - Fri 9:30am - 2:30pm
Base	ALP Sittingbourne 60 Bell Road Sittingbourne ME10 4HE
Benefits	Branded tshirt/hoodie, BUPA, staff lunches provided, sociable team events, air conditioned building

How to Apply

Interested candidates are requested to apply online or by email to the recruitment team. To download the application form, please visit www.alpsittingbourne.co.uk/job-vacancies/ and email all completed applications to the recruitment team.

Closing Date: TBC

Interviews: TBC

We are committed to the highest standards of safeguarding and all posts are subject to an enhanced DBS check.

 **ALP Sittingbourne Recruitment Team**

 sittingbourne.recruitment@alpschools.org

[Click here for our website!](#)





Job Purpose

To work as part of the Learning Support Team in a school for young people who have a variety of special educational needs and disabilities.

The role will involve being the school's receptionist and performing administrative and office support activities for the Senior Management Team.

Duties include fielding telephone calls, receiving and directing visitors, word processing, processing staff and learner data, and filing as well as other internal duties with staff and students.

Key Tasks and Activities

- To be the schools receptionist - greeting visitors and assisting all who arrive and depart from the school
- Ensuring all staff, students and visitors sign in and out correctly
- Signing in visitors.
- Site walks with contractors.
- To build and maintain successful relationships with pupils and staff. Treat them consistently with respect and consideration.
- Send weekly lunch menus to parents and collate responses.
- Organising and monitoring petty cash in accordance with school policy, preparing and submitting monthly data for petty cash and resource cards to the finance department.
- Processing/recording stationery and advising the office when orders are required.
- Managing student information and updating files.
- Archiving.
- To update and maintain the Admissions and Destinations register.
- General Administration Duties.
- Minute taking in various school related meetings.
- Any additional task requested that is in keeping with the job title Administration Assistant.



Knowledge and Understanding

- To gain an understanding of the school's processes, policies and procedures.
- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential.
- To know how to use ICT to advance administrative duties.
- To have achieved a qualification in English / literacy and mathematics/numeracy equivalent to at least level 2 of the National Qualifications Framework.
- To gain an understanding of the legal definition of Special Education Needs and Disabilities (SEND), and be familiar with the SEND Code of Practice.
- To work as part of the team liaising, advising and consulting where appropriate.
- To identify personal training needs and to attend appropriate internal and external in-service training.

Personal Development and Well-Being

- To support the school's drive for high standards by treating students with respect
- To support and contribute to the school's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
- To maintain high expectations of all pupils, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in pupils' learning.

Environment and Supervision

- To ensure that the personal working environment is clean and tidy, well presented and welcoming
- To participate in ALP School's duty rota as directed

Key Performance Indicators

- Ensuring all administration duties listed above are up to date, organised and well presented.
- Good punctuality and attendance



Expectations and Values

ALP Schools are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the school, the post holder will also be expected to:

- Act as an ambassador for ALP Sittingbourne by supporting our values and expectations of learning.
- Be a significant presence and role model for students and staff and to meet the dress code.
- Follow and where appropriate enact all relevant policies, procedures and guidelines.
- Contribute to development through team planning and review meetings.

Special Factors

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or meets.

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the School's internal policies, following authorisation by the SMT
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record, in addition to SAFER recruitment checks

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves, justify a reconsideration of the grading of the post.

ALP Schools seek to promote the employment of staff with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with disabilities.

Equality and Diversity Statement

ALP Schools are committed to achieving equality for all those who learn and work with us, and wishes to develop a fair and supportive environment, which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transsexuality), marital or civil partnership status, disability, sexual orientation, religious or political beliefs, age, social class or offending background.

Staff in Human Resources play a critical role in developing, maintaining and supporting equality and diversity in employment. All staff have a legal and personal responsibility to uphold the School's policies.

Equality of opportunity is embedded in the recruitment and selection of staff, training, promotion, performance and development management, induction, probation, and communication and elsewhere. We endeavour to treat people fairly on the basis of individual need and to build a workforce which is diverse.

A variety of training courses, some mandatory, on equality and diversity are organised through our Staff Development





What our staff say about working at ALP Sittingbourne

- "I really like the opportunity to complete a Level 2 course every year to develop in an area of my choice."
- **"I feel supported in pursuing continued professional development. SMT provide opportunities for courses that improve my professional skills, and I appreciate that my suggestions are valued and considered."**
- "The school is supporting me through my PGTA, providing a strong foundation for my teaching career."
- **"I have never felt so supported, both professionally and personally by management in a school environment."**
- "SLT have everyone's interests at heart and they work hard to make sure everyone is happy and well managed."
- **"I have always felt that I could go to my line manager if needed."**
- "I don't have the Sunday night feeling :)"
- **"I still have never woken up in the morning and not wanted to come to work. I absolutely love this school and I am so proud of our students and what we achieve here."**
- "No Monday morning dread, ever!"
- **"I love the team here, it's a real family vibe and everyone is friendly and supportive... My confidence is growing daily, and I truly believe that I will flourish here."**
- "We all work well together, if you need someone, they are there. You are not alone."
- **"Everybody has the same goal - it's about our students. Everybody genuinely cares and wants the best for our students."**



Person Specification

Education and Qualifications

To have or be willing to work towards achieving a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework	Essential
To have or be willing to work towards gaining an ICT qualification relevant to administration role	Essential
Education to A' level or its equivalent and beyond	Desirable

Experience

Relevant experience of working in an administration role within a similar setting	Essential
Experience of working with clear guidelines, procedures and adhering to child protection and Data protection guidance	Essential
Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies	Essential
Ability to quickly establish relationships with young people, vulnerable people and families with complex needs	Essential
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Knowledge, Skills and Abilities

Willingness to keep up to date/complete relevant administration training as and when needed	Essential
Excellent interpersonal skills with both adults and children	Essential
Willingness and ability to work as part of a team	Essential
Ability to communicate effectively both verbally and in writing	Essential
Ability to prioritise and organise own work	Essential
Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines	Essential
Ability to work flexibly in a rapidly changing environment	Essential
Computer literate (Google platforms, Word, Excel, Outlook and internet)	Essential
Excellent interpersonal skills, inc active listening	Essential
Strong organisational, planning and time management skills	Desirable
To have experience of cash handling	Desirable
Knowledge of Health and Safety procedures and their application	Desirable



Knowledge of special educational needs and disabilities	Essential
Proactive approach to problem solving	Essential
Ability to work flexibly in a rapidly changing environment	Essential
Strong understanding of youth and wider community issues	Essential

Personality and Social Skills

To have a positive and professional approach to work	Essential
To enjoy working with young people	Essential
To be flexible, energetic, adaptable and can use initiative	Essential
Committed to raising standards and continuous improvement	Essential
Ability to maintain confidentiality in the light of handling sensitive information	Essential
Good communication and social skills, with a good sense of humour	Essential
Ability to work flexibly with reference to time and location and meet deadlines	Essential
Ability to cope with difficult interpersonal behaviour and language	Essential



Good Knowledge of special educational needs and disabilities	Desirable
Proactive approach to problem solving	Desirable
Strong understanding of youth and wider community issues	Desirable
Knowledge of social media	Desirable

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To have a positive and professional approach to work	Essential
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Other Factors

Full and current driving licence with use of a vehicle for work

Desirable

Willingness to drive a company vehicle

Essential

 **Jennifer Thomason - Headteacher**

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 <https://www.alpsittingbourne.co.uk/>