



**Alt Bridge School**  
**Wellcroft Road**  
**Liverpool**  
**L36 7TA**  
**Tel: 0151 477 8310**  
**Email: altbridge.de@knowsley.gov.uk**  
**Headteacher**  
**Mrs. N. Menagh**

## **School Administrator / Receptionist Level 2**

Pay Band E Point 7 - 11 £26,403 – £28,142 pro rata  
(Actual Salary £17,217 - £20,745)  
30 hours per week / 46 weeks per year [Term Time Only]

The Governors of Alt Bridge School are seeking to appoint an experienced, dedicated and enthusiastic school administrator to act as a receptionist at our school.

We welcome applications from individuals who are committed to supporting the ethos and values of Alt Bridge School and who are eager to make a positive contribution to our school community.

The Receptionist will act as the first point of contact for students, parents, staff and visitors, providing a professional and welcoming service. Duties include managing the reception area, handling telephone and face-to-face enquiries, supporting student services, maintaining accurate records, and providing general administrative support to the school office. The role requires a calm, organised approach and a commitment to safeguarding and confidentiality within a busy school environment.

If you are approachable, highly organised, and confident working in a busy school environment, we would be delighted to hear from you.

### **What is it like to work at Alt Bridge School?**

Here from some of our current and recently appointed staff members;

*“Alt Bridge is a welcoming school to work in. The staff and children are lovely, and I find it extremely rewarding working and supporting the children.”*

*Current teaching assistant 2023*

*"I would say 'It is a privilege to work with such inspiring young people who never cease to amaze us, it's so rewarding being part of the 'Alt Bridge Family' and I would not hesitate in recommending a position in our school to anyone! It's a wonderful place with a family atmosphere.... "*

*Current Teaching Assistant 2023*

*"After recently joining Alt Bridge, it is the culture at the school which makes it such a special place to work. Working alongside supportive colleagues, students who have a genuine thirst for knowledge and in an environment built on care and mutual respect, makes Alt Bridge a wonderful place to teach (and learn!)"*

*A recently appointed teacher 2023*

*"I couldn't be happier since moving to Alt Bridge. There is always such a positive atmosphere around school and it is a nice place to be every day. The staff not only go out of their way to support the lives of the pupils in school, but also go out of their way to support each other. The school leadership team make it a priority to support the health and well-being of all staff, more than any other school I have worked at.*

*You are made to feel an important part of the school's journey."*

*A recently appointed teacher 2023*

### **What extras we offer our staff to support wellbeing**

At Alt Bridge, the wellbeing of our staff is very important to us. Each member of staff has a designated health and wellbeing contact amongst the Senior Leadership Team. In terms of staff wellbeing, for the 2026-2027 academic year, we offer;

- A strong approach to Continued Professional Development with access to appropriate training.
- Access to the Knowsley employee assistance programme which offers a range of support mechanisms and benefits through Vivup.
- Access to an on-site gym with a variety of machines and equipment
- Free tea, coffees and milk for all staff.

- Fantastic Continued Professional Development opportunities.
- Hot Box Café orders weekly – purchase your take-away evening meal for your family which is made and prepared on site once a week by our post-16 hot box café.
- A supportive and friendly team all round!

## **Safeguarding and Compliance**

Alt Bridge School is committed to promoting the welfare of children and adhering to the Equality Act 2010. We are a caring and challenging community that prioritises safeguarding, believing that all learners have the right to be protected from abuse and harm. Rigorous measures are in place to ensure this, and therefore all post holders are subject to a satisfactory enhanced check from the Disclosure and Barring Service (DBS).

In line with the Asylum and Immigration Act 1996, all prospective employees must provide evidence of eligibility to work in the UK.

Additionally, **social media checks** will be conducted for successful applicants, in accordance with current safeguarding procedures for recruitment.

Applications are welcome from all who are able to support the ethos of Alt Bridge School and are willing to make a positive contribution to the school. The successful candidate will be committed to making a positive difference to the education of children and will show initiative, enthusiasm and care.

**Application forms should be completed online on the 'KMBC website - 'Jobs go Public'.**

**Closing date: Wednesday 13.05.26 (Noon)**

**Shortlisting: Wednesday 13.05.26**

**Interviews: Thursday 04.06.26**