

Administrator - Responsible for Reception (Part Time)

Maternity Cover & Fixed Term Contract

Maternity Cover: Jan 2026 - Dec 2026 (5 days Per Week).
A handover will be required in December 2025.
Annual Salary Range: Pro Rata: £20,564 - £22,507
(FTE: £31,520 - £34,499)

Fixed Term Contract from: Jan 2027-Dec 2027
(2 days per week week - 04fte).

*‘The best school I’ve ever worked at: the culture, the staff and students, the training, everything!’
(Staff member)*

‘I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed’ (Visitor)

The Bridge Academy is a truly exceptional school. Our students’ progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor’s award for music.

Do You:

- Believe 100% in a warm/strict approach?
- Believe that students from any background can succeed in a school where standards are high enough?
- Never stop trying to improve and view feedback as a gift?

We are seeking to appoint an Administrator - Responsible for Reception (Part Time) who is totally aligned to our values of Hard Work, Integrity and Kindness and who strives for Excellence in everything they do. Our mission is to ensure that all students can go on to succeed at a good University, thrive in their chosen field and live a great life. Can you help us to fulfil this?

If so, we could be the Academy for you.

The successful candidate will be the first point of contact at the reception and front desk, providing switchboard cover and a friendly and effective service to our daily influx of visitors, parents and students. The role also involves general administrative duties as outlined in the Job Description.

You will have:

- Excellent communication/customer service skills.
- Previous administrative experience in a busy office environment.
- A high level of attention to detail and accuracy.
- Proficiency in Microsoft Office packages.
- The ability to multi task and process large volumes of work quickly, while remaining professional at all times.

This is a term time only, part time maternity cover post. The working hours are 07:45am - 14:00pm, Mondays - Fridays. There will also be a fixed term contract available at the end of the maternity cover and the working days will reduce to 2 days per week, on Thursdays and Fridays only. Ideally we are seeking someone who will be available to continue on with the fixed term contract after the maternity cover ends. However, applicants who are only interested in the maternity cover are still welcome to apply.

To apply for this position, please read the Job Description/ Specification, and complete the online application form [here](#). Please ensure that you also read our school workforce privacy notice at the end of this pack. We encourage applicants from all sectors of the community to apply. The deadline for applications is 09:00am on Monday 10th November 2025.

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.