Elizabeth Hawkes Way
Maidenhead, Berkshire SL6 3EQ
Tel: 01628 513800
Fax: 01628 513808
Email:
careers@manorgreenschool.co.uk

Full-time Administrator Receptionist
£24,735 per annum

Monday to Friday (37) hours a week, term time only
Flexible working hours scheme with 8am start

In this role you will provide administrative support to the School Business Support team and work on our reception. You will be the first point of contact for school transport issues.

You will need to be personable, confident and calm in dealing with visitors and callers to reception. You will have excellent interpersonal, administrative and ICT skills as well as great attention to detail and the ability to meet deadlines.

In return we offer a great benefits package and excellent learning and development opportunities.

You must:

- Meet the person specification
- Be able to meet key accountabilities set out in Job Description
- Have experience and/or a keen interest in the subject matter
- Be able to use ICT effectively
- Have good organisational skills
- Have good communication skills
- Good levels of literacy & numeracy

What we offer

- Free on-site parking
- Private contributory healthcare scheme
- Cycle to work scheme & IT equipment scheme (salary sacrifice)
- On-site café
- Generous pension and life assurance schemes
- Contractual Sick Pay
- Free confidential mental health and wellbeing coaching and counselling services
- Eye care and free flu vaccination voucher
- Staff awards and gift card nominations
- Gym, food, entertainment, shopping and holiday discounts
- Family-friendly policies
- Diversity and inclusion & staff wellbeing groups
- Christmas party and social events
- Continuous professional development and sponsorship for professional

qualifications, apprenticeships and free training – opportunities for growth

Who we are

Part of the Ascendancy Partnership Trust family of schools, Manor Green School is a large and highly successful special school educating some c300 students aged 2-19, who, due to their complex needs, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the Centre of Excellence for students with special educational needs.

We are already a good school and now we wish to be the best!

Come and join our amazing team.

Closing Date: 06 November 2026

How to Apply:

Please download a job application pack from the school website or contact: careers@manorgreenschool.co.uk Please email your completed form to this address.

We welcome applications from all sections of the community.
The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
Applicants must be eligible to work in the UK.
You will be invited for a volunteering day as part of the selection process.

Ascendancy Partnership Trust

Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

Stronger and Better Together