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

Full-time Attendance Administrator and Receptionist
£24,735 per annum

Monday to Friday (37) hours a week, term time only
Flexible working hours scheme with 7.30am start

To provide an efficient, friendly and welcoming reception service while undertaking the daily administration of pupil attendance. The postholder will be responsible for maintaining accurate daily attendance records, recording pupil absences and lateness, and communicating with parents and carers regarding attendance matters.

To provide receptionist/telephonist cover. First point of call for all visitors and staff onsite.

The postholder is expected to ensure that relevant school procedures, including attendance, safeguarding and pupil signing-in and signing-out arrangements, are followed consistently. Any attendance concerns, discrepancies or safeguarding matters must be brought to the attention of the appropriate member of staff.

The postholder will have contact with school visitors, teachers, parents, students, Governors, support staff in the Education Directorate.

You will operate in a busy, often noisy environment and required to juggle conflicting priorities. Reception is the focus of support activities in the school. All enquiries, visitors, students and staff will need Reception Support. Staff have to perform their duties despite the constant interruptions. Will have access to confidential information, which must be dealt with discretely.

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
- Eye care and free flu vaccination voucher
- Staff awards and gift card nominations

- 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
- 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: 20 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.

