



Part time receptionist

Hours: 9am - 1pm Monday to Friday

Salary - £23,809.50 full time equivalent per annum which will be pro rata

Stone Soup Academy is an outstanding, award winning, alternative provision based in the centre of the historic Lace Market in Nottingham City. We meet the needs of up to 110 young people from 11 - 16 who have been either excluded or at risk of exclusion from mainstream education. We work with over 30 local schools. Many of our pupils are emotionally vulnerable and have behavioural needs. Our ethos is one of education, engagement and inspiration; we want our young people to experience a happy and well-balanced school life.

We believe that we are 'Creating Unimagined Futures' for all of our learners and their families and we would like you to be part of our young people's journey through our wonderful academy.

We would like to appoint an experienced receptionist to work in our happy operations team at our outstanding academy. Stone Soup Academy is a great place to work and grow in your career. Our office is close to the train and tram and is a short walk into the city centre.

Job description - Duties include but are not limited to:

- Taking and directing calls
- Completing administrative tasks (filing, delivering and accepting mail)
- Cleaning, organising and maintaining the reception area and staff room
- Keeping basic office supplies like pens stocked and accessible to visitors
- Ordering supplies for the rest of the office
- Signing in visitors and supplying visitor's badges
- Setting up meeting facilities
- Arrange for catering of meetings and daily office use
- Greeting visitors to the facility warmly and offering them help immediately
- Answering questions about the Academy
- Interacting with all departments / members of staff
- Scheduling appointments and calendar events for staff
- Maintaining front door security and reporting any suspicious activity
- Representing the business with a positive attitude and professional appearance
- Assisting main receptionist with any tasks needed to be completed
- To be proactive within the Operations team to be able to cover both sites as and when required. This will include helping with lunch preparation / duties.



Essential requirements:

- Confident with all Microsoft Office packages
- Good level of written English
- Polite telephone manner
- Preferable knowledge of SIMS
- Background working in an office / administration environment is essential

Application Process

- Closing Date: 22/08/2025
- Interview date: TBC
- Start Date: TBC

We are very interested in hearing about the positive impact that you have had on young people.

Please complete a Stone Soup application form. These can be found on our website or by emailing the admin team admin@stonesoupacademy.org.uk

Send a letter of application on no more than 2 sides of A4 outlining how your skills and experience will meet the needs of our Academy and how your journey to this point has prepared you for this position.

Please return your completed application form and letter For this position to admin@stonesoupacademy.org.uk

Stone Soup Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

As an Academy we are committed to safer recruitment which will include satisfactory reference checks and DBS / employment checks.

Stone Soup Academy retains the ability to remove the job posting before the originally stated closing date due to the volume of applications.

We reserve the right to pull and appoint prior to the closing date.