



# AUSTIN FRIARS

## **Receptionist and Administrative Assistant**

**Term Time only**

**0.4 FTE -2 days per week**

**£8433 p.a.**

**For September 2026**

## **Information for Applicants**

### **About Austin Friars**

Austin Friars is a leading Catholic coeducational school for children of all faiths, aged 3–18, serving the local areas of North Cumbria and Southwest Scotland. It is the first-choice school for parents considering independent day education in the region.

The School has a strong reputation for providing a high-quality, all-round education which meets the individual needs of each child, being particularly proud to offer far more than just an excellent academic education.

Austin Friars was established in 1951 by the friars of the Order of St Augustine to offer a boarding education for Catholic boys in Cumbria and the city of Carlisle. Girls were first admitted in 1986, and boarding ended in 1998. St Monica's was established in 1985, on the same site as Austin Friars, as a school for boys and girls of primary age. In 2003, the formal amalgamation of the two schools established Austin Friars as a single school for students aged 3–18.

The School is the only Augustinian school in the UK and by promoting our Augustinian tradition and aims, we commit ourselves through our core values of unitas, veritas and caritas to St Augustine's ideal of: being a united community (unitas); searching for truth together (veritas); and being bound by the duties of familial charity (caritas). While maintaining our traditions, the School has broadened its outlook in recent times and celebrates the Christian liturgical calendar in ways which both reflect our Catholic roots (our history, ethos and ideals) and the practice of the wider Christian family, catering for the needs of pupils in a truly inclusive environment. Its relatively small size fosters a warm and supportive atmosphere, and pastoral care is a particular strength.

Most pupils live within a 30-mile radius of the School, with a small number from overseas. A broad and rigorous curriculum encourages high achievement alongside sporting, cultural and personal development. Classes are small, allowing pupils to benefit from individual attention and acquire knowledge and understanding appropriate to their individual needs. Learning support is an integral part of the curriculum for those who will benefit.

The School has created a purposeful atmosphere in which all students can achieve their best in a wide and varied range of subjects as well as beyond the classroom. Pupils are provided with every opportunity to develop their talents to the full, moving towards adulthood in a happy and fulfilling environment where all are valued and encouraged. Teaching a mostly traditional curriculum, pupils have opportunities to pursue a wide range of options according to their interests and abilities.

The School's website can be viewed at [www.austinfriars.co.uk](http://www.austinfriars.co.uk)

## The Person

**A supporter of independent education is absolutely essential, as is the need to understand, support and promote the Augustinian values and ethos of the School as enshrined in the School's mission statement.**

We are looking for a dedicated and experienced receptionist/administrative assistant, with excellent ICT skills to work in the Junior School reception 2 days per week, term time only (including INSET days). An excellent working knowledge of Microsoft Office is essential. The role requires outstanding attention to detail and good written English. The role is a job share and requires the post holder to be a team player but also able to show individual initiative.

The person appointed will be expected to take up the post in September 2026.

## The Post

The post reports to the School's Administration Manager

The post is 2 days per week – Thursday and Friday

## Summary of Key Responsibilities

- Reception Duties
- Administrative Assistant

## Principal duties

- **Reception** - Ensure that Reception is covered from 8.00am until 4.15pm and that the reception area is kept tidy and in an orderly manner
- **Telephone** - Ensure that all telephone calls are dealt with in a timely, effective and efficient manner.
  - All calls answered within the first three rings
  - All calls answered in a polite and appropriate manner
- **Visitors** - Meet and greet all visitors to the School
  - Sign into school all visitors in the visitor's book
  - Ensure all visitors are supplied with lanyards which are prominently displayed
  - Ensure that all visitors are collected from reception
  - Deal with enquires made in person to the reception desk
- **Registers** - record daily absences, follow up pupils who have not been registered and produce a daily report.
- **Diary** – populate the Head of Junior School's diary with the termly calendar and other appointments.
- **Bulletin** – publish this to staff when completed and add to Firefly.
- **Administration/Pupil Lists** - produce reports and documents as required in liaison with the Administration Manager
- **Communications** - Produce letters for staff and post on the Parent Post Portal when required.
- **Fire registers** – maintain and update as necessary. Produce class lists if alarm sounds and pass to tutors, marking them present when doing so.
- **Reports** - Provide support for the efficient delivery of mid-term and end of term pupil reports.
- **Census** – Complete EYFS annual census in liaison with the Finance Office

## Pre-School

- **Session's spreadsheet** – Ensure this is kept up to date
- **Collate Pupil Numbers** – check attendance registers
- **Free Early Years Entitlement** – Complete termly estimate, followed by the FEYE claim and upload to the EYFS portal.
- **Amended hours** – deal with these enquiries as appropriate.

## Other responsibilities

- **Other Duties** - Undertake other duties which fall within the post-holder's capabilities, and which may be reasonably required.

## The Appointment

Applications should include:

- Completed application forms parts A and B.
- A supporting letter of application.

Austin Friars is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and Prohibition checks if appropriate. The appointment will be subject to the satisfactory outcome of the DBS Enhanced Check. The School will carry out pre-interview online searches on shortlisted candidates. In addition to candidates' ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children.

Candidates invited for interview will have the opportunity to have a tour of the School on the day of interview.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought prior to interview and the School may approach previous employers for information to verify particular experience or qualifications, before interview. Where an applicant is currently working with children, the current employer will be asked about disciplinary offences relating to children and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. Where an applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Where the successful candidate has worked or been resident overseas in the past five years, the School will carry out such checks and confirmations as may be required in accordance with statutory guidelines. If relevant, the School will also verify the right of foreign nationals to work in the UK.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK).
- Driving License – photocard.
- Documentation evidencing your current address (e.g., utility bill, bank statement). This documentation must be no more than 3 months old and must not be printed from the internet.
- Where appropriate, any documentation evidencing a change of name (for example, marriage certificate).

**All applications should be clearly marked:**

**Confidential – Receptionist and Administrative Assistant**

And emailed to [hr@austinfriars.co.uk](mailto:hr@austinfriars.co.uk) for the attention of Mrs Yanina Palmer  
or by post to:

Mrs Yanina Palmer, HR Department, Austin Friars, Etterby Scaur, Carlisle, Cumbria, CA3 9PB

**Closing date**

**No later than Wednesday 1<sup>st</sup> July 12noon**

**Interviews will take place w/c 6<sup>th</sup> July**

**Starting date September 2026**