

Hunslet Moor Primary School
Receptionist/Administrative Assistant
Unlocking Every Child's Potential



37 hours per week
Term time only plus 5 additional days
Pay Scale: A3 SCP 3-4 £22,319
Permanent Contract

We are looking to appoint an enthusiastic, motivated, well-qualified and experienced Receptionist/Administrator, who will provide a key role in providing administrative support to the school and will be an effective and friendly first point of contact for staff and visitors.

Successful applicants will have well developed interpersonal and communication skills. As the first point of contact, both on the phone and face to face, and understanding of and willingness to help parents, often whose first language is not English, is key to the success of this role.

You will be able to demonstrate a high level of accuracy and be highly competent in the use of IT, ideally with experience of school administration systems including Arbor. You will be able to work effectively and efficiently in a diverse environment, both within a team and individually, and have the ability to work well under pressure.

Completed application forms should be returned to recruitment@hunsletmoor.co.uk .

Closing date: Wednesday 8th July 2026
Interviews: Tuesday 14th July 2026

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.

The successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.

We embed the promotion of British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs into our school and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

These roles are based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.