



Framwellgate School Durham

Receptionist & Events Co-ordinator at the Sjøvoll Centre

Candidate Information Pack

**Salary scale FSD4 (Points 5 to 6) £25,583 - £25,989 FTE
(pro rata to hours and weeks worked: £23,218 – £23,586)**

37 hours per week, term time plus 2 weeks, permanent

Start Date – September 2026

Consideration will be given to part time hours

FRAMWELLGATE SCHOOL DURHAM
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We wish to appoint a highly motivated, efficient, and reflective receptionist and events co-ordinator to provide a range of administrative services within the organisation. The role of receptionist will be at both the main school and the Sjøvoll Centre while the events co-ordinator role will be at the Sjøvoll Centre only.

We offer an environment where our staff are respected and trusted. The successful candidate will possess expertise alongside energy and enthusiasm. A willingness to learn, train and develop are all essential. We are a truly inclusive school and for us social justice and providing all of our students with the knowledge and skills to allow them to have a voice and achieve their goals is really important; the most for those that need the most. This is echoed throughout our school with a real commitment to the wellbeing and success of our staff and students. If you think this aligns with your values, then we would love to hear from you.

Framwellgate School Durham is an 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 35% over the last five years, and we now have more than 1300 students who attend the school. The school has been selected to be part of the latest phase in the Schools Rebuilding Programme and we envisage a fantastic new school building to be ready for September 2027.

Queries and applications should be submitted to vacancies@framdurham.com

Key Dates

The closing date for applications is Monday 10 August 2026 (9.00am)

Shortlisting and interviews will take place shortly afterwards.

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS and barred list check will be required for this post, together with completion of a pre-employment health questionnaire.

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ
Tel: (0191) 3866628**

About the school

Thank you for considering joining us at Framwellgate School Durham. The school website is an excellent starting point if you wish to know what life is like here and we would urge you to look at this to help you decide if our school is right for you (www.framdurham.com).

Aims and ethos

The school ethos is based on the idea of excellence, inclusivity and all our students being known and valued. It's important to us and our commitment to social justice that these aren't simply words, but what we ask all members of our community to model and practically demonstrate during their time here. If these values speak to you then this could be the school for you.

We want three things for all our students:

1. To be known
2. To be valued
3. To achieve excellence

Job Description

Job Title	Receptionist and Events Coordinator
Grade	FSD4 (SCP 5-6)
Salary	See job advert
Hours of Duty	37 hours per week, term time only plus 2 weeks, permanent (Consideration will be given to part time hours)
Responsible to:	Central Services Co-ordinator
Principal function	To provide a support service to reception at the school and the Sjøvoll Centre, including events co-ordination at the Sjøvoll Centre
Main areas of responsibility	Reception and Administrative support • Provide administrative and clerical support for the school/Trust. • Be front of house to welcome guests and visitors at reception and the Sjøvoll Centre • Accept delivery of supplies and re-distribute to appropriate departments. • Operate a telephone switchboard taking calls on behalf of colleagues and to take bookings and answer queries • Undertake general clerical duties including photocopying, word processing, filing and the sorting, distribution and despatch of mail. • Input and maintain all paper and computer based records • Filing and disposal of documentation, including confidential items • Maintain confidentiality in all matters. • Ensure the Sjøvoll Centre is safe, secure and maintained in liaison with the site team. • Provide general admin support for whole school need where identified.



	Events and lettings coordination • Be the professional and welcoming front of house for the Sjøvoll Centre • Coordinate, book, and support the running of lettings of the Sjøvoll Centre • Prepare standard licence agreements from school template documents • Facilitate events at the Sjøvoll Centre, including coordination of hospitality, preparing rooms, clearing up at the end of the event, and coordinating opening/closing of the centre in liaison with the site and cleaning teams. • Ensure ICT functions are supported through liaison with the network team. • Liaise with external providers for events to facilitate hospitality and catering • Undertake regular stock checks and order as and when required • Keep social media and the website up to date • Record the financial information in order for invoices to be raised, and paid by the finance team • Create weekly timetables to ensure the smooth running of the centre • Show customers around the venue • Take part in internal and external audits if and when required Other Specific Duties: Be a full and active member of the whole school support team, assisting and covering for colleagues across the school whenever required.
General Responsibilities	• All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy. • All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity & Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy. • All staff must follow the school's Health and Safety Policy. • All staff must comply with all school policies, including the No Smoking Policy.
Additional Information	1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder.



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	3. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.
The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. Other duties may be allocated from time to time, commensurate with the grade of the post.	

Person Specification

	Essential	Desirable
Qualifications & Experience	- Five GCSEs at grade C plus (or equivalent) including English and maths - Recent and relevant experience of working in an administrative or reception role	- Appropriate NVQ 3-4 (or equivalent) based on administrative / customer care duties - Recent and live food handling qualification - Recent experience of working in a school environment - Recent experience of working in a hospitality/events environment
Knowledge & Skills	- Ability to relate well with people and form effective working relationships - Sensitive to the needs of colleagues and customers - Excellent organisational skills - Ability to prioritise work to meet deadlines - Excellent communication skills, both oral and written - Ability to use ICT effectively, including the range of MS Office products - Ability to work effectively as part of a team - Ability to work with minimal supervision - Ability to manage time effectively	- Proven experience of using own initiative to create or improve administrative systems or procedures - Proven experience of supporting customers
Personal Attributes	- Highly professional and articulate - Confident and polite communicator - Caring disposition	



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	• Commitment to developing professionally • Patience and understanding • Flexible approach	
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The Application Process

Please see the application form on the website on which this advert appears. Your completed application form should be emailed 'in confidence' to vacancies@framdurham.com by **9.00am by Monday 10 August 2026**. All applications will be acknowledged by email. Please DO NOT upload your application to the website on which this post is advertised and please note that we do not accept CVs.

If you have any queries prior to submitting an application please contact vacancies@framdurham.com.