



Nurture

Aspiration

Creativity

Inclusion

Equality

February 2026

Dear Colleague,

Receptionist and Administrator

Thank you for your interest in Meridian - a vibrant and successful school in the heart of Greenwich. This vacancy provides a fantastic opportunity for you to join our committed and friendly staff team and make a difference to our children. This letter aims to tell you a little about our school, the role, and why you may want to apply!

Our School

A one-form entry primary school with a specialist provision for up to 18 deaf children, we know all of our families from Nursery to Year 6 well. We have high aspirations for each and every child and are always thinking about how we can remove barriers to learning. Our families come from richly diverse backgrounds with over 30 languages spoken and our deaf children are included in every aspect of school life. We are well served by public transport links - Maze Hill train station is across the road and the Cutty Sark DLR station, bus stops and river boat are a short walk away!

The Role

Everyone is important to the success of the Meridian team and the Receptionist/Administrator plays a vital role in ensuring the smooth running of the school. We believe positive relationships and a caring ethos are the foundation for great learning. You will need to relate well to both children and adults alike - supporting our pastoral care and strengthening our sense of community.

The school office is the hub of our school. As the first point of contact for most visitors, you will need to offer a friendly and professional welcome. Within a busy environment, you will need to be able to work calmly and efficiently, at times under pressure. You will need energy, patience and a sense of humour!

You will be committed to working with others and keen to develop your knowledge and skills. In return, we will be committed to your professional development. Whilst a First Aid qualification is not essential, a commitment to acquiring one is necessary.

Applying for this post:

- Candidates who apply for this post should complete an application form which can be downloaded from the school website. CVs will not be accepted.
- Your personal statement can be completed on the application form or attached to it.
- This is your chance to show us how well you can do this job.
- **You need to refer to all the criteria on the person specification.**
- Just saying you can do something is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life.

If you would like to find out more about the post or the school, please do not hesitate to contact me - visits are warmly welcomed. I look forward to your application and hearing about your experience and skills and why you would like to work at Meridian.

Kind regards,

Jo Graham
Executive Headteacher

Important Safeguarding Information for all Applicants

Previous Employment

- In completing the enclosed application, please ensure that you provide a full history in chronological order since leaving secondary education.
- Please include periods of any post-secondary education or training.
- Please include part-time and voluntary work as well as full-time employment, with start and end dates.
- Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.
- Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

References

- Please give the name of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer.
- If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances.
- If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

- The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.
- You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.
- Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.
- Any information given will be entirely confidential and will be considered only in relation to this application.

Sending us your application

Please post or email your application with supporting statement, to arrive **no later than 12pm on Monday 23rd February 2026**:

Lorraine Walcott
School Business Manager
lwalcott@meridian.greenwich.sch.uk

Shortlisting and interviews

- Shortlisted candidates will be informed by telephone or email.
- Interviews will be held on Thursday 26th February, 2026.
- As part of the interview process, shortlisted candidates will have to complete some written and computer based tasks.