Administrator/Receptionist

SC3

£25,583- £25,989 FTE

£8,292 - £8,423 actual

14 hours per week

Wednesday and Friday

8.45am – 4.15pm

Term-time only

Required for mid November start

A highly organized member of support staff is required to join a dynamic, successful, collaborative front office team. If you enjoy a busy environment with no two days alike, this is the role for you.

The school is keen to appoint an individual who is firmly committed to working with young people, puts children first and has good organisational and communication skills. We are looking for someone who is positive, professional and a team player.

We reserve the right to interview and appoint before the closing date if a suitable candidate is found; we would therefore welcome early applications.

We welcome applications regardless of age, disability, gender, ethnicity or religion. Our school is also committed to the protection and safety of its students. The successful applicant will be required to undertake an enhanced DBS check.

**CLOSING DATE: 2nd November 2025**