



WORCESTER
NUNNERY WOOD HIGH SCHOOL
Spetchley Road, Worcester, WR5 2LT
Tel: 01905 363636
E-mail: reception@nunnerywood.worcs.sch.uk
www.nunnerywood.worcs.sch.uk

Administration Assistant / Receptionist

37 hrs per week, term time only, plus 2 Inset days
Scale 3, points 5-6
FTE £24,790 - £25,184 (£12.85 - £13.05ph)
Actual salary £21,489 - £21,830

We are delighted to offer this opportunity to join Nunnery Wood High School, a successful, popular, and exciting school.

We are looking to appoint someone with a background in clerical work, IT or data to join a friendly and supportive admin team. The role will combine admin work with the role of receptionist – supporting our lead receptionist. While the exact nature of the admin role will be shaped around the skill-set of the successful candidate, it is important the applicants are confident in the front-facing element of the role – ensuring that each and every visitor and phone-caller has a positive interaction with the school. We welcome applications from candidates without previous experience in reception work who are attracted to this element of the role for who training will be provided.

Nunnery Wood High School is oversubscribed and enjoys an excellent reputation in the region. Our last Ofsted report praised the outstanding behaviour and courtesy of our students and the respect that they showed to staff. Our intake is broad, from the academically gifted to students requiring nurturing in numeracy and literacy. We are ambitious for them all and share a deep conviction that they should all reach their potential with us.

Application forms and further information are available from the vacancies section of the school website.

Closing date for applications: Monday 9th June 2025, 12 noon.

**All applications must be made on ETeach, or Gov.uk Teaching Jobs application form
CVs will not be considered.**

All staff at Nunnery Wood High School are committed to safeguarding and promoting the welfare of children. This role is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exemptions Order 1975, 2013 and 2020. Any job offer will be conditional on the satisfactory completion of pre-employment safer recruitment checks, including an enhanced Disclosure and Barring Service check and barred list check.