



Vacancy Details:
NJC Grade D, points 3-4
Term time only.

AM (8am to 2pm) Actual salary:
£17,863 to £18,143

PM (2pm to 5pm) Actual salary:
£8931 to £9071

Do you want to work in a school where you feel valued and where staff wellbeing is championed? Where CPD and opportunities for growth and development are supported and encouraged? Look no further and come and work with us!

FRONT OF HOUSE RECEPTIONIST

Required for asap start, pending safer recruitment checks

2 positions: 8am to 2pm OR 2pm to 5pm, Monday to Friday, term time only

Are you a welcoming, organised and calm individual looking to join a busy school team? Wollaston School is seeking two part time Front of House Receptionists to be the friendly faces of our school and provide efficient support to staff, students and visitors.

About the role:

- Greet and support all visitors, staff and students
- Ensure safeguarding procedures are followed at all times
- Provide general administrative support to the wider school team.
- Maintain a calm, professional and welcoming reception area

The ideal candidate will:

- Be able to multi-task effectively and politely in a busy environment
- Have excellent communication and organisational skills
- Remain calm and professional under pressure
- Have knowledge of safeguarding (training can be provided)
- Be a team player with a positive attitude

Why join us?

- Supportive team environment
- Opportunities for training and professional development
- Be part of a vibrant, values-led school community

Closing date for receipt of applications: Midday on Friday 9th October 2026

Interviews are likely to be held during week commencing 12th October 2026

For details and to apply, please visit: <https://nenevalleypartnership.com/join-our-team/>

Enquiries or for further details, please email: ridgek@wollaston-school.net

Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, a medical check and the provision of two references one of which MUST be your most recent or last employer.



**Please indicate on your
application form which
hours you are applying
for.**