

Receptionist & Administrative Assistant

Join St Thomas More Language College, SW3 2QS, as a Receptionist & Administrative Assistant.

Hours: Full time, 39 weeks per year

Salary: £27,738.27-£28,782

Start Date: 1st September 2026

Contract: Permanent

Are you friendly, professional and highly organised, with a passion for providing excellent customer service?

St Thomas More Language College is seeking an enthusiastic Receptionist & Administrative Assistant to be the welcoming face and voice of our school. This is a key front-of-house and administrative role, requiring a calm, proactive individual who thrives in a busy environment and is committed to supporting staff, students and visitors with professionalism and warmth.

About Us

St Thomas More Language College is a thriving Catholic institution which offers a rich and diverse curriculum for its students and a commitment to development opportunities for its staff.

The college is a part of the Saint John Southworth Catholic Academy Trust which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring pupils and staff are supported to grow and succeed.

Key Responsibilities

As Receptionist & Administrative Assistant, you will:

- Act as the first point of contact for all visitors, parents and stakeholders, both in person and by telephone
- Provide a warm, professional and efficient reception service at all times
- Support the day-to-day administration of the school, ensuring systems run smoothly
- Manage incoming calls, emails, post and deliveries accurately and confidentially
- Assist with meeting room bookings, school events and hospitality arrangements
- Maintain accurate records, including student data and visitor sign-in systems
- Support admissions processes and school communications such as newsletters
- Handle reception-based financial transactions and maintain accurate records
- Uphold the highest standards of safeguarding, confidentiality and data protection

What We Are Looking For

Our ideal candidate will:

- Have at least five GCSEs (including English and Maths)
- Have experience working in an administrative or customer-facing role
- Be confident, approachable and professional when dealing with a range of stakeholders
- Demonstrate excellent organisational and time management skills
- Have strong communication skills, both written and verbal
- Be able to remain calm and effective in a busy, fast-paced environment
- Have excellent attention to detail and a proactive approach to problem-solving
- Understand the importance of safeguarding and confidentiality
- Be confident using Microsoft Office and digital systems

Experience in a school environment is desirable but not essential.

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and professional development
- The chance to work closely with senior leaders and contribute to whole-school improvement
- A Trust committed to staff wellbeing and high-quality education
- Access to the Local Government Pension Scheme
- Access to our cycle to work scheme

Apply Today

To learn more about the role, the school and the Trust, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page. Once you have completed the forms, please email your application to hrteam@sjscat.co.uk.

Closing Date: 8am on Monday 24th August 2026

Interviews: Week commencing 24th August 2026

St Thomas More Language College and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

The post below is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!