

Chipping Campden School

Receptionist & Administrative Assistant



Contract: Permanent, 35 hours, Monday to Friday
38 weeks per year (term time) plus an additional 10 days per year to be worked flexibly

Salary/Grade: Grade 3, points 5-6: £25,583 - £25,989 p.a. FTE
Circa £21,302 - £21,640 p.a. (actual annual salary for 35 hours, 40 weeks)

Start date: 2nd November 2026



A fabulous opportunity to join our administration team in a high-performing, visionary and highly ambitious secondary school.

For further information regarding pre-application contact and how to apply, please refer to our application pack, which can be found on our website by clicking [here](#).

Deadline for applications: 10am on Monday 5th October 2026
Completed applications to be sent to: recruitment@campden.school
Interviews to be held on Thursday 8th October 2026

We are committed to equality of opportunity and to safeguarding and promoting the welfare of children and young people. Employment subject to enhanced DBS including barred list for working with children.

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