



BISHOP THOMAS GRANT SCHOOL

Receptionist and Administrator

Required as soon as possible

Responsible to: Office Manager
Hours: 35 per week (8.30am – 4.30pm) Monday - Friday, term-time only
Grade: NJC Scale 4, Pts 7-10 – FTE Salary: £30,987 - £32,346 (Actual total annual salary for 35 hours per week, term-time only: £26,536 - £27,700)

Bishop Thomas Grant is an outstanding 11-18 mixed Catholic comprehensive school under the Trusteeship of the Catholic Archdiocese of Southwark. With consistently exceptional academic results, it fosters independent, critical thinkers and confident communicators.

A strong Catholic ethos and excellent staff-student relationships create a caring, cohesive community rooted in Gospel values. The school prioritises continuous improvement, investing in staff development through high-quality CPD and ensuring staff wellbeing through dedicated support.

We are seeking an experienced, professional individual who will be the first point of contact for a variety of visitors who expect a friendly, welcoming experience when they arrive at the school. Dealing with a wide range of student and staff queries throughout the day also forms a big part of the role. We also require someone to work as part of a team undertaking a range of routine administrative tasks so that the admin function provides an efficient service to all school stakeholders.

A willingness to be a First Aider is essential as well as a degree of proficiency in using Microsoft Office and Management Information databases.

Bishop Thomas Grant School operates rigorous safeguarding procedures. All appointments are subject to a satisfactory Enhanced DBS check and an online background check as outlined in KCSIE. Applicants do not have to be Catholic but should be committed to working within the Catholic ethos of the school. For further information regarding the post, please contact the PA to the Headteacher, Mrs Jacqueline Sylvia: recruitment@btg-secondary.lambeth.sch.uk.

Closing date for applications is 8.00am on 8 September 2025. Please send completed applications to Mrs Jacqueline Sylvia at: recruitment@btg-secondary.lambeth.sch.uk. We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Bishop Thomas Grant School, Belltrees Grove, London, SW16 2HY, www.btg.ac