



**Delapre Primary School**  
Lead with Purpose and Act with Care

## **Receptionist Job Advert**

**Job Role:** Receptionist

**Pay scale:** E (Pts 4-5)

**Commencing:** 1<sup>st</sup> September 2026

22.5 hours per week / 39 weeks per year – 8am – 4pm – 30 mins unpaid lunch break

There may be the opportunity for full time hours working as a Teaching Assistant for 13 hours per week for the right candidate.

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Delapre Primary School has an exciting opportunity for a Receptionist to join a vibrant family of enthusiastic, hardworking and caring individuals. We set the highest expectations for our children to ensure they lead with purpose and act with care, therefore, recruiting the very best to bolster our dedicated and friendly staffing body is essential to us.

### **About Delapre Primary School**

Delapre Primary is a large, three-form entry-maintained school serving a richly diverse community in West Northamptonshire. Our school family includes a broad cultural and linguistic mix, with nearly half of our children learning English as an Additional Language (EAL). We pride ourselves on our inclusive ethos where every child truly belongs, supported by strong relationships and a warm, respectful environment.

Our vision, *to Lead with Purpose and Act with Care*, drives everything we do, because our children deserve to:

- **Belong:** Creating a welcoming community where every child is valued.
- **Grow:** Supporting children academically, socially, and emotionally.
- **Achieve:** Empowering learners to reach their full potential and celebrate success

We are proud of our calm, well-managed behaviour culture, strong attendance, and dedicated staff team who work collaboratively to meet the needs of all learners, including those with SEND and complex needs.

### **About the Role**

As a Receptionist at Delapre Primary, you will be the first point of call for visitors, parents, staff and children. As the “face” of the school, our receptionist needs to be smart and welcoming, personable, helpful and able to represent the school in a professional, respectful and friendly manner at all times, whether dealing with visitors, staff or pupils. Foster a safe, nurturing environment where children feel confident and inspired to learn.



## About You

You are an enthusiastic receptionist who:

- Believes deeply in providing a safe, happy, and supportive environment for every child.
- Is committed to safeguarding and promoting the welfare of children and young people.
- A 'can-do' attitude and has the ability to use their initiative.
- Communicates effectively and builds strong partnerships with children, families, and colleagues.
- Is committed to ongoing professional development and eager to grow your expertise.
- Shares our ethos of leading with purpose and acting with care and is excited to contribute to a school community that values diversity and nurtures every child's potential.
- Has experience working with children and families.

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## What We Offer

At Delapre Primary School, your professional growth matters. We provide:

- A supportive and collaborative staff community with high staff retention and low sickness absence.
- Opportunities for targeted professional development.
- A chance to work in a school that values well-being, work-life balance, and staff wellbeing with access to 24-hour access to our Employee Assistance Programme.
- The satisfaction of working in a school committed to raising standards while fostering personal development and inclusion.
- Career progression opportunities internally and/or across our cluster of schools.

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## How to Apply

**Pay scale:** E (Pts 4-5)

**Closing Date:** Wednesday 1<sup>st</sup> July 2026



*(We reserve the right to close this advert early if we receive a suitable number of internal or external applications)*

**Interview Date:** Wednesday 8<sup>th</sup> July 2026

For a full Job Description and Application Pack, please visit our website:

[www.delapreprimaryschool.co.uk](http://www.delapreprimaryschool.co.uk)

To arrange a visit or discuss the role, please contact Catherine Gibbins via the following:

- Phone: 01604 761456
- Email: [enquiries@delapre.northants.sch.uk](mailto:enquiries@delapre.northants.sch.uk)

We warmly welcome applications from candidates of all backgrounds and are committed to safeguarding and promoting the welfare of all children.

We would like to thank you for your interest in working with us, and if you do not hear from us this time, please do not let this stop you from applying for future advertisements.

### **Safer Recruitment**

Delapre Primary School is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff based on age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.

Delapre Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references. Please be aware that all shortlisted candidates will have an online search conducted as part of the school's due diligence checks in line with KCSIE.

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### **Delapre Primary School**

*Lead with Purpose. Act with Care.*

Because every child deserves to **Belong, Grow, and Achieve.**