

The Bewdley School,
Stourport Road,
Bewdley,
Worcestershire,
DY12 1BL
Telephone 01299 403277
office@bewdley.worcs.sch.uk

Age range: 11 – 18

NOR: 978

School Receptionist
37 Hours per week – (Part Time / Job share considered)
Scale 3 - £22,472
Term Time Only + 5 Training Days

Required from January 2026.

The Bewdley School is seeking to appoint a friendly, professional, and highly organised School Receptionist to join our Administrative team. As the first point of contact for students, parents, visitors, and staff, this role will play a vital part in creating a welcoming environment and ensuring the smooth running of our school. Applicants must like working with young people, be reliable, have a sense of humour and be able to work as a member of a team.

The role will involve greeting visitors, parents, and students in a warm and professional manner, answer incoming calls and emails promptly and efficiently, manage visitor sign-in and security procedures, as well as providing administrative support to the school office team, including filing, data entry, and handling correspondence.

We seek a colleague who has:

- Excellent communication and interpersonal skills.
- Strong organisational abilities and attention to detail.
- Proficiency in general IT systems and preferably school systems
- Ability to multitask and work under pressure in a busy environment.

In return we offer:

- A welcoming, friendly and supportive culture
- Opportunities for personal development
- A commitment to rational and balanced leadership

The Bewdley School, serving the Georgian town of Bewdley and on the banks of the River Severn, is a fully inclusive and comprehensive school performing well in national examinations and offering a broad and balanced curriculum. Students are hungry to learn, and the school is warm and welcoming. If you would like to work with skilled colleagues in a supportive environment, please apply.

The school is committed to safeguarding and promoting the welfare of young people and the successful applicants will be required to undertake an enhanced DBS check.

For further information and an application form please contact the school office via our Contact Us page. **CVs will not be accepted and previous applicants need not apply.**

Closing Date – Monday 1 December at 12 noon

Further information and an application form are available on the school website.

Website: www.bewdley.worcs.sch.uk
Email: office@bewdley.worcs.sch.uk