



The Harvey Grammar School

RECEPTIONIST

Job Details

There is an exciting opportunity for a suitably qualified person to join this high achieving selective school for boys.

The position is available from mid-September and is offered for 37 hours per week, term time only, plus an additional two weeks during the school holidays. The salary for this role is £21,880 per annum (pro rata to £25,353 for a full-time equivalent on the HGS4 scale). In addition, Benenden Healthcare is also provided for any staff wanting to take up the opportunity.

The successful candidate will play a key role in the smooth day-to-day operation of the School Office, acting as the first point of contact for visitors, parents, staff and pupils. The role involves providing a professional and welcoming reception service, managing enquiries via telephone and email, and supporting a range of administrative and operational functions across the school. The ideal applicant will be professional, highly organised and able to demonstrate enthusiasm, discretion and a conscientious approach, with the ability to work calmly under pressure, manage competing priorities and maintain accurate records in a busy front office environment.

Applications are welcomed from candidates fitting this profile, regardless of age, gender, ethnicity or religion. If you think you are the person to join our team, please complete an application form (available from the School Website – www.harveygs.kent.sch.uk). CVs will not be accepted.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS clearance.

Application closing date: 12pm on Friday 26th June 2026

Interview date: w/b 6th July 2026

June 2026