



School Receptionist

To start 1st September 2025 with some training in July and August.
18 hours per week - Wed 12.30-4pm, Thurs 8am - 4pm, Fri 8.30am - 4pm (part time, term time only, plus 1 INSET day in September).

These times and days are fixed as this position is a job share

Point 6-12 £10,525.92 - £11,582.57 Actual Salary
(FTE £25,183 - £27,711)

We wish to appoint an enthusiastic and committed School Receptionist with excellent interpersonal and communication skills and a commitment to working as part of a team. It is a very exciting and rewarding time to be working at Balcarra. Ofsted assessed Balcarra in 2005, 2009, 2014 and 2025 as "Outstanding" in every category.

Application

Further information including a job description can be found in the Applicant Pack www.thebalcarrastrust.co.uk. To apply, please complete an application form and send completed application forms to jobs@balcarra.gloucs.sch.uk

Closing Date for applications: Friday 20th June 2025, 9am.

Interviews will be on a rolling basis as and when suitable candidates apply.

Interested applicants are advised to apply straight away.

For further information about the post, please contact the school at the above e-mail address.

The Balcarra Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.