

Advert – Receptionist

Receptionist

Salary: Single Status Grade 4 Scale Point 9-10

Actual Salary: £14,484

Hours: 8.00am to 4.15pm Wednesday, Thursday & Friday

School term time plus one week in summer holiday

We are looking for a friendly and organised School Receptionist with strong administration skills. The ideal candidate should be personable, professional, and able to handle front desk duties efficiently.

The Receptionist serves as the first point of contact for students, parents, staff, and visitors, ensuring a welcoming and professional environment. This role involves handling enquiries, managing administrative tasks, and supporting the school's daily operations. The ideal candidate will have strong organisational skills, excellent communication, and the ability to handle a fast-paced school environment.

Completed applications forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is **12 noon on Thursday 15 October 2026**

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff to demonstrate this commitment in every aspect of their work. An enhanced DBS check is required for all successful applicants.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.