



## Jennett's Park CE Primary School (Voluntary Aided)

3 Tawny Owl Square, Jennett's Park, Bracknell, Berkshire, RG12  
8EB 01344 301269

[secretary@jennetts.bonitas.org.uk](mailto:secretary@jennetts.bonitas.org.uk)

[www.jennetts.bonitas.org.uk](http://www.jennetts.bonitas.org.uk)



### RECEPTIONIST

**Term Time + 5 additional days**

**35 Hours | 08:30–16:00 | Permanent**

**BFC Grade J, Pay Scale Point 3**

**Actual Annual Salary: £20,699 (including London Weighting)**

We are seeking an enthusiastic, committed, and polite receptionist who will provide a friendly and professional first point of contact for parents, pupils, staff, and visitors. You will be the well-mannered link between our school and the wider community, delivering a courteous reception service both in person and over the phone.

Your role will be at the heart of our school community, helping us to ensure that everyone can “live life in all its fullness.”

Is this you?

- Warm, approachable, and highly organised, with the ability to multi-task effectively
- Able to communicate clearly and professionally
- Committed to supporting the smooth running of our school

Experience working in a primary school setting is desirable but not essential, as training will be provided.

Take a virtual tour of our school here: <https://www.jennetts.bonitas.org.uk/headteachers-office/welcome/school-tour/> or visit us in person; we would love to meet you.

**Closing Date:** Tuesday 6<sup>th</sup> January 2026

**Interviews:** Thursday 12<sup>th</sup> January 2026

Application packs can be downloaded here: <https://www.jennetts.bonitas.org.uk/school-office/current-vacancies/>

Completed applications should be returned to: [recruitment@bonitas.org.uk](mailto:recruitment@bonitas.org.uk)

The school reserves the right to close this advert early once sufficient applications have been received.

*Safeguarding statement: Jennett's Park CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS will be sought. We particularly welcome applicants from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.*