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.

Advert Opens: Friday 23rd January 2026
Closing Date: Monday 9th February 2026 midday
Interviews: Friday 13th February

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

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 form underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.