



RECEPTIONIST

- Fixed Term until 31 August 2027 in the first instance
- Part-time, 20 hours per week over 2.5 days
- Working Pattern: Wednesday 12:00pm-4:30pm, Thursday 08:00-4:30pm and Friday 08:00-4:00pm
- Term Time plus one week (39 working weeks per year)
- Actual pro-rated salary range : £11,478-£11,658pa (based on Grade 15 full-time equivalent £24,795-£25,185pa)

Candidates applying for this role may also wish to consider the additional role of School Office Administrator if seeking further hours or varied responsibilities. Please state on your application if you wish to be considered for both roles and your relevant experiences.

Be the welcoming face of our school! Join our team and help our school community thrive!

Haygrove School has a fantastic opportunity to appoint a friendly, approachable and professional Receptionist to join our supportive department. As the first point of contact for visitors, parents, staff and students, you'll provide a welcoming reception service, manage telephone and email enquiries, support visitor management, handle incoming and outgoing mail, and provide general administrative support across the school. You will work in a fast-paced environment and you will need to be well-organised, possess a composed manner and be able to work under your own initiative. The postholder will also be required to undertake First Aid training if not already in possession of a relevant certificate.

The ideal candidate will:

- Possess excellent communication and customer service skills
- be organised, reliable and able to work independently and as part of a team
- Have good ICT skills, including Microsoft Office and ability to use Management Information Systems (training provided)
- Ability to remain calm, professional and maintain confidentiality at all times
- Share our commitment to safeguarding and promoting the welfare of children

What we can offer you....:

.....a supportive, inclusive and collaborative working environment with great colleagues, opportunities for professional growth and development. You will have access to a fantastic pension scheme, free on-site gym, Health & Wellbeing Scheme, cycle to work scheme, retail discounts via Blue Light Card, opportunities to travel abroad and within the UK to support school trips and involvement in a vast number of extra-curricular clubs

If you are passionate about delivering exceptional customer service and enjoy supporting young people and possess the qualities and experience we are looking for, we would very much like to hear from you.

Closing date: 2 September 2026
Interview date: w/c 7 September 2026

Early applications are strongly encouraged and we reserve the right to close the advert should we feel able to appoint an appropriate candidate before the above dates.

The Quantock Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The advertised post is subject to an enhanced DBS check, References, Right to Work in the UK, online searches and other pre-employment checks.

For application details and further information please visit:

WWW.QUANTOCKEDTRUST.CO.UK

[email:QETrecruitment@quantockedtrust.co.uk](mailto:QETrecruitment@quantockedtrust.co.uk)

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