



**Haberdashers'**  
Crayford Primary

# Apply to be our Apprentice School Receptionist

**Job Title:** Apprentice School Receptionist  
**Contract Length:** Apprenticeship  
**Salary:** Apprentice Salary - £7.55ph  
**School/ Service:** Haberdashers' Crayford Primary  
**Location:** Iron Mill Lane, Crayford DA1 4RS  
**Hours :** 30 hours per week  
**Accountable to:** Senior Admin Officer/Business Manager  
**Start date:** 1st September 2025



We are seeking a organised and professional Receptionist/Administrative Assistant to join our team. The ideal candidate will be the first point of contact for our parents, students and visitors, providing exceptional customer service while managing various administrative tasks. You will complete a level 3 apprenticeship in Business Administration.

You'll need to be able to develop effective relationships with parents and support with school administration. If this role sounds like it's for you, we'd love to hear from you!

Full job details and application form available at [www.habstrustsouth.org.uk/vacancies](http://www.habstrustsouth.org.uk/vacancies)

We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share in this commitment. This post falls within the scope of regulated activity. Appointment is subject to an Enhanced DBS with list checks (and other relevant checks). It is an offence to apply for the role if you are barred from engaging in regulated activity with children.

Apprentice School  
Receptionist  
Haberdashers'  
Slade Green  
Primary

**Closing date:**

20<sup>th</sup> August at  
12pm

**Interview date:**

w/c 25<sup>th</sup> August

**How to apply:**

Please download the application form from our website

Join Haberdashers' Academies Trust South and belong to something more:

- An extensive support network, opening doors to countless growth opportunities.
- An established name, which you can be proud to work for
- An unrivalled legacy, born out of a vision to reach young people through education.



**Haberdashers'**  
Academies Trust  
South

Together, stronger

[www.habstrustsouth.org.uk/careers](http://www.habstrustsouth.org.uk/careers)