



Receptionist

Scale 4 spinal point 7 – 10 (£29,412 - £30,771)
35 hours per week: Term Time plus 4 weeks
(3 weeks to be worked during term time and 1-week non-TT)
8.30am – 4.30pm

We are looking for a creative, motivated and excellent Receptionist who would relish the opportunity to join our innovative and committed Admin team. You will be fundamental in contributing to this vibrant local community within the Local Authority's first all-through school for children and young people aged 3 to 19 in South London.

Woodmansterne School & Sixth Form is a diverse and vibrant community; we benefit from this rich variety of cultures and traditions. We are looking to extend our team and employ exceptional staff who share our values and determination to ensure that our young people receive an excellent, inclusive education.

We are looking for an excellent Receptionist with:

- excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, other professionals;
- experience of working in a busy school office environment;
- knowledge of software programmes such as publisher, word, excel, adobe and how they work best and economically with printers;
- ability to build and form good relationships with pupils, colleagues and other professionals;
- the skills to work successfully as part of a team, establishing effective working relationships and flexible working practices;
- experience of following direction and working in collaboration with colleagues, parents, pupils and the school community;
- strong interpersonal skills;
- experience of developing, managing and maintaining accurate records and filing systems;
- experience of handling difficult situations and conversations successfully;
- the ability to show initiative and priorities ones own work and that of others even when under pressure.

Our inclusive and highly skilled leadership team bring a range of experience and insight to their roles and are committed to providing an exceptional and enriching education for all.

Closing date: 9am, Monday 2nd June 2025

Interviews: W/C 2nd June

To start: September 2025

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

You can find out more about our school and the post by visiting our website www.woodmansterne.london but we also welcome visits. Additional, essential information can be found on the website: Recruitment tab where you will find an applicant pack. Please email your completed application to: recruitment@woodmansterne.london.

Woodmansterne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers or external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure and Barring Service check. Further information can be found at www.gov.uk Woodmansterne School is an equal opportunities employer and particularly encourages applications from Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout education nationally.