



HOE BRIDGE SCHOOL



RECEPTIONIST
MARCH 2026

(GREENFIELD SCHOOL SITE - ALL YEAR ROUND)



OUR SCHOOL

Hoe Bridge is a thriving independent school for girls and boys aged 2 to 16. Every day at Hoe Bridge offers a unique blend of excitement and challenge. We are thrilled to begin a transformative three year growth and development journey, positioning our school as the leading independent through school in Woking and its surrounding areas.

We pride ourselves on our close-knit community, united by a shared commitment to the core values of Happiness, Confidence, and Achievement. Parents develop strong relationships with a school that prioritises the personal growth of each child, fostering a deep, enduring love of learning in an inspiring and dynamic environment. Visitors often remark on the vibrant energy and the joyful atmosphere that fill our school.

We firmly believe that educators play a key role in providing a broad framework where children can thrive and develop their creativity in an ever evolving and unpredictable world. Our dedication to empowering everyone in our community is unwavering. We aim to inspire, challenge, and motivate both children and adults in all aspects of our work. From Nursery to Year 2 (Pre-Prep) Year 3 to Year 8 (Prep), and Year 9 to Year 11 (Senior), our school continually adapts to help every child learn in a way that leverages their unique strengths. Empathy and caring for others is fundamental to our ethos. Every child is valued for who they are.

By offering a secure environment where children can explore their potential, confidence, and self-esteem, we nurture each individual to reach the highest standards. Learning flourishes in a collaborative community where ambitious minds are inspired and encouraged by dynamic, high-quality teachers. We prepare 'thinking children' who excel in the challenges of the 11+ curriculum, thrive in Common Entrance exams, and achieve success at GCSE.

Our vision is to remain at the forefront of educational innovation, ensuring we provide the best possible experiences for our children to flourish. We are driven by a passion to support each individual in a unique way, helping them not only grow but also build a strong belief in their potential to become the best version of themselves. In our nurturing environment, with dedicated adults who provide exceptional care, children are encouraged to thrive in a school where they can be their happiest, most confident, and achieve remarkable things.



OUR MISSION

To inspire in children a passion for lifelong learning, where an exceptional education, beyond factual learning, fosters unique life skills, creativity, knowledge and wellbeing.

VISION

A dynamic school community where everyone is encouraged to achieve their true potential through a broad, challenging and diverse curriculum. We enable and foster a passion for lifelong learning, whilst embracing and valuing individuality within the school community and wider society.

RATIONALE

To shape future citizens who have the academic, personal and social skills to make informed choices as well as being empathetic, resilient and responsible members of society fully embracing British values.

A dedicated, caring and well qualified staff provide a varied curriculum, within and beyond the classroom, giving opportunities and challenging abilities to develop independent thinking young people. An engaging, broad, progressive education based on Christian principles and enriched with stimulating and varied opportunities to develop creativity, curiosity and innovation.

ETHOS & AIMS

Happiness ● Confidence ● Achievement

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child.



AGES 2 TO 16



WRAPAROUND CARE
7:30am TO 6:30pm



SET IN
22 ACRES



NEW PERFORMING
ARTS CENTRE





We are seeking a part-time Receptionist to join our Greenfield School site on a fixed term contract.

The successful candidate will be friendly, well organised and able to work both collaboratively as part of a team and independently. You will be an excellent communicator, confident in dealing with parents, staff and pupils. A good level of IT proficiency is essential, with confidence in using Microsoft Word and spreadsheets. You will undertake general administrative duties and work closely with the other receptionists to ensure the smooth and effective running of the reception. You will also be responsible for ensuring that medication is administered to pupils correctly and in accordance with the School's First Aid policy.

Our staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

To achieve this, you will need to undertake specific tasks which are likely to include most or all of those listed below, but the list is not exhaustive.

- To observe the strictest confidentiality and security of information
- To prioritise and organise your own workload on a daily basis using your initiative and knowledge of work
- To undertake all reception duties, dealing with telephone enquiries and those in person
- To liaise between staff and parents

- To liaise with tact and diplomacy with other members of school staff and with external contacts, particularly parents and representatives of the governing body and the local community
- To undertake all duties required by the Bursar and SMT
- To work collaboratively with the Receptionist Job Share to ensure a smooth handover and that the role works successfully
- To ensure that relevant accident forms are recorded properly
- To ensure that registers are completed daily
- To deal with any parent queries regarding changes to After School Care and ensure that all registers are complete and stored in accordance with the School's Data Retention policy
- To attend events and other functions as detailed in the Staff Special Events policy
- To use all relevant systems on site including the visitor management system and management information system

Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the post holder will carry out, and they will be required to carry out other duties appropriate to the level of the role.





WORKING AT

HOURS OF EMPLOYMENT

Employed on a 52-week contract, your working hours will be Monday and Tuesday, 8.00 am to 5.30 pm during term time and school holidays. The FTE annual leave for this role is ten days to be taken during the school holidays. In addition, staff may be required by the Head, upon reasonable notice, to work at other times. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of one term. The start date is 26 March, with a two-day handover taking place on 26 and 27 March.

REMUNERATION

The full-time equivalent salary for this role is £31,801 per annum. Based on working 0.45 FTE, the actual annual salary will be £14,310, paid in equal monthly instalments. Employed on a 52-week contract, with annual leave calculated on an FTE-equivalent basis. This equates to 10 days per year for a 0.45 FTE post, to be taken during the school holidays. Dependent children, whom the successful candidate wishes to attend the school, will be subject to the normal admissions criteria. Once admitted, they will be eligible for the discretionary staff concession on school fees. Your employment includes the statutory minimum holiday entitlement which must be taken during normal school holidays.

EXPERIENCE

Applicants should have previous experience in a similar role, and having experience in a school setting would also be an advantage.

STAFF BENEFITS

All Hoe Bridge staff receive the following benefits in line with their employment status: concession on school fees, pension scheme, free parking on site, free lunches and refreshments during term time, free wrap around care for staff children whilst their parents are on duty and working at school, termly celebration events and the opportunity for paid work at our Holiday Camps with concession on camp fees.

This is a fixed-term contract during term time and holidays until 31 August 2026, with the possibility of extension into the following academic year.





The closing date for applications is 9.00 am on Monday 9 March 2026. Following a meeting of the Selection Committee, successful candidates will then be invited for interview later that week.

All applications must be made online via the school website. In the 'Suitability' section of your application, please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. All applications will receive a response confirming receipt and applicants selected for interview will be informed shortly after the closing date.

For all applications, references will be sort before candidates are invited for interview and as part of our shortlisting process, all applicants, regardless of the role being applied for, will be subject to an online search as part of our due diligence on shortlisted candidates. You are encouraged to read our Safer Recruitment Policy and Safeguarding Policy for further details before completing your application, both of which are available on our [website](#). Candidates selected for shortlist interviews will be required to bring to interview proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent

individual contract. All appointments are probationary for a period of two terms.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements. The offer of appointment at Hoe Bridge School is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

This role will involve contact with children. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Applications will be considered as they are received and the School reserves the right to appoint at any time during the application process.





HOE BRIDGE SCHOOL
HAPPINESS • CONFIDENCE • ACHIEVEMENT

GIRLS & BOYS - 2 TO 16 YEARS OLD