



burlingtonhouseschool.com



BURLINGTON
HOUSE SCHOOL

“Burlington House is fast becoming London’s gold-standard for specialist education. It has built on the sure foundations of the dyslexia-specialist teaching of The Moat School, with a creative curriculum and expert training, to create a supportive through-school for a range of specific learning needs.”

Beyond London:

1. Bredon School
2. Heathermount School
3. Ripplevale School

London Schools:

- 1a. Abingdon House School
- 1b. Abingdon House School
South Kensington Prep
- 1c. Abingdon House School
Purley
- 2a. Burlington House
Prep
- 2b. Burlington House
Senior
- 2c. Burlington House
Sixth Form
- 2d. Burlington House School,
Tooting
3. Chelsea Hall School
- 4a. The Holmewood School
Lower
- 4b. The Holmewood School
Upper



The schools in the Cavendish Education group currently educate over 1200 children and young people. The schools based around the UK share a strong sense of community and collaborate to help all our pupils reach their highest potential.

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Headteachers Welcome



Thank you for your interest in joining Burlington House School. As a specialist SEND school, we are proud to be part of a community that champions neurodiversity and empowers young people to thrive, both academically and personally.

Founded in 1998 as The Moat School by a group of parents seeking a more understanding and nurturing environment for their dyslexic children, our school has always been rooted in compassion, creativity, and a belief in the potential of every learner. Over the last 25 years, Burlington House has supported hundreds of children and young people to rebuild their confidence, discover their talents, and achieve more than they may have ever thought possible.

Since joining the Cavendish Education family of schools in 2017, we’ve grown significantly and gone from strength to strength. We are rated ‘Excellent’ by the Independent Schools Inspectorate and have been described by the Good Schools Guide as the “gold standard” for specialist education in London.

Working at Burlington House means being part of a passionate and committed team, where your ideas, energy and empathy can make a real and lasting difference. If you share our values and want to be part of a school where every day brings the opportunity to inspire, support and grow, both personally and professionally, we’d love to hear from you.

Warm wishes,

Nicola Lovell

Nicola Lovell



Aim of the post

Burlington House School is a successful Independent school for children with Dyslexia and associated SpLDs. The three sites create a unique continuity of specialist provision across four key stages.

We are looking for a dedicated and enthusiastic Receptionist to be the first point of contact for all visitors to the Prep School (close to Putney Bridge on Fulham High Street), answering incoming calls and general administrative support.

The Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

Please apply with a brief cover letter and the completed application form. Your letter should briefly outline any relevant experience, skills and qualities.

Main Purpose of the Post

- Greet and assist students, parents, staff, and visitors in a professional and friendly manner
- Answer, screen, and direct incoming phone calls and emails
- Maintain visitor logs and enforce school security procedures
- Manage the front desk and reception area to ensure a welcoming environment
- Schedule appointments and manage calendars for school staff or administrators
- Handle incoming and outgoing mail, deliveries, and correspondence
- Assist with attendance recording and student sign-ins/outs, including phoning parents of absent students
- Provide administrative support including data entry, filing, and document preparation
- Distribute forms, newsletters, and other communication to students and parents
- Help coordinate school events, meetings, or parent-teacher conferences
- Maintain confidentiality and comply with school policies and procedures

Key Responsibilities

- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Proficiency in office software (Google Workspace)
- Ability to work under pressure in a fast-paced environment
- Professional appearance and demeanor
- Prior experience in an administrative or customer service role preferred
- Knowledge of school systems (schoolbase) is an advantage

Staff Benefits

Your time at Burlington House School will include a broad variety of benefits including:

- Cycle to work scheme
- Yoga and Wellbeing massages.
- Free full eye test & voucher to be used at Specsavers
- Employee Assistance Programme with [Health Assured](#) which supports staff & immediate family with wellbeing / legal / financial advice, including face to face counselling sessions.
- Opportunity to join a Life Assurance scheme
- Part of a larger education group with opportunities to move internally as well as peer to peer support
- Enhanced family friendly paid leave
- Opportunity to progress and complete job related training, learning & development with access to SpLD and ASD specialist training for all staff
- Free lunch during Term time
- Onsite parking
- Wellbeing support and team-building events
- Company events
- 2 paid days off for 'Time for dependents'



What the staff say

“Coming from a commercial background, it has been so nice to join a place like Burlington House School where teachers genuinely care about the students, not just academically, but in every aspect of their growth and well-being. It’s amazing to be part of a team that makes such a real difference every day.”

“The small class sizes mean you can make a difference to each pupil. You can see the progress, and it’s a pleasure to see their success”

“ As a teacher at Burlington House School, coming from a mainstream background, it’s been so refreshing to see the level of support the students receive. Rather than constantly managing behaviour, I can focus on what I love most: teaching and helping the students learn and grow”

“Staff look out for one another and openly support each other’s projects and initiatives”

“The great thing about working at BHS are the relationships that are cultivated with the students and between the staff.”