



Are you a people person with a passion for delivering exceptional service? Do you thrive in a dynamic environment where no two days are the same? If so, we have the perfect opportunity for you!

An opportunity has arisen within our reception and front office administration team for a part time Receptionist/Admin Assistant on a job share basis.

As a Receptionist/Administrative Assistant, you will be the welcoming face of our school, providing a high level of reception service to visitors and ensuring all administrative tasks are handled efficiently. From managing the main switchboard to assisting with school administrative duties and supporting attendance monitoring, your role will be pivotal in maintaining the smooth operation of our school.

The role is offered on the basis of an average of 18.75 hours per week across 2.5 days all year round to include Saturday mornings on a rota basis.

Closing date: Friday 10th May 2024

The Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants. The post is exempt from the Rehabilitation of Offenders Act 1974.

The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Bedford School is part of The Harpur Trust