



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk



SCHOOL RECEPTIONIST

Scale Grade 3, Range 5-6 (£29,718-£30,138)

**Full-Time, Monday to Friday 8.30am- 4.30pm
(including school holidays)**

Drayton Manor High School is looking to appoint a School Receptionist to work as part of the Curriculum Support Team to start as soon as possible.

This is a key role within the School. The successful applicant will be a confident and clear communicator, with extensive administrative experience and IT skills. Experience of working within an education setting would be desirable. You must be able to handle a variety of tasks quickly, efficiently and calmly, including operating a busy switchboard and be able to deal with competing deadlines. A full range of duties and responsibilities can be found in the job description.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with an expert coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our three values of Ambition, Character and Civic Virtue embody everything we do, from our wide and ambitious curriculum to the extensive charity and support work our students undertake in the wider community. We truly believe in developing young people to be successful citizens for the future.

Candidates who have extremely high expectations and are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

Student achievement is high with our most recent provisional progress score at GCSE placing us in the top 10% of schools nationally.

We offer

- The opportunity to work for an organisation which is values driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

The closing date is 12 noon, Friday 27 February 2026

Interviews will take place the week commencing Monday 2 March 2026

Start Date: September 2026 or earlier start

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. Applicants will undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring (DBS) Service.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

No agencies or CVs.