



RECEPTIONIST

Varndean School is looking to recruit an enthusiastic, committed and outstanding Receptionist to start on 5th January 2026. The successful applicant would be expected to provide excellent customer service for a wide range of stakeholders, including visitors, parents, students and staff. The reception area is a busy and productive part of the school and the successful applicant should have a proven track record of working in a fast-paced customer-facing working environment with competing demands.

The role is 37 Hours per week, term time only.
NJC Grade 4a points 9 to 10 £27,254 to £27,694, actual starting salary £23,611.

Varndean is an excellent place to work. Ofsted in 2022 described the “inspirational leaders”, the “expert” teachers, “impressive” pupils and the “exceptionally strong” staff training.

We hope you will want to pursue an application further and you are welcome to make a pre-application visit to the school.

To apply please complete the application form and send/e-mail it, with a covering letter to Lynn Hill, Director of Finance and Operations, Varndean School vacancies@varndean.co.uk

The closing date is **9am on Friday 12th December 2025**. Early applications are encouraged as the school reserves the right to interview excellent candidates in advance of this date.

Varndean School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all parts of our community as we aspire to have a staff body that matches the social and cultural diversity of our student intake.

The successful candidate will be subject to a DBS check. The school welcomes applications from all sectors of the community.

Brighton & Hove Schools - Taking Action for Equality

[Job description](#)



[Application form](#)



Welcome to Varndean School

Please use the following links to find out more about what we can offer you.

[About our school](#)



[Ofsted Report](#)



Watch our
prospectus
video & find
out more
about our
school
overleaf





Varndean School Prospectus Film



What Varndean Can Offer You

Varndean School is forward thinking and innovative, with the highest aspirations for all of our students, supported by highly trained and motivated professionals in their fields.

As an integral member of our team, you will have the opportunity to play a crucial part in the development of our students by creating excellent relationships with them and their families. In doing so there will be the opportunity to develop and further your own leadership skills and career ambitions.

Our whole community benefits from a wide range of learning experiences across each academic year, with whole school CPD, tailored training for subject departments and specific teams of staff and individual support to help you achieve your potential.

We are determined to create the best working environment for our colleagues where everyone feels a sense of belonging and purpose. You will find a school that is welcoming, supportive and with a highly collaborative environment to work in and belong to.

