


Role:	Receptionist
Hours:	36 hours per week, Term Time Only (39 weeks), INSET days Monday to Thursday: 7.45am – 4.00pm, Friday: 7.45am – 3.45pm (30minute unpaid break)
Closing Date:	Monday 1 st September 2025 – 12pm
Salary:	Scale 3 point 5-6: £24,048 actual FTE: £28,728pa
Job Description:	<p>Join Our Team at Mayfield School – Make a Difference Every Day</p> <p>Thank you for considering a career at Mayfield School. We're excited to welcome passionate and dedicated professionals to join our inclusive, ambitious, and forward-thinking team.</p> <p>We are seeking a friendly, professional, and highly organised School Receptionist to join our administrative team. This is a key front-facing role, acting as the first point of contact for visitors, parents, students, and staff.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Operate the school's reception desk and telephone switchboard. • Greet visitors, ensure ID is checked, and manage sign-in procedures using our visitor management system (InVentry). • Provide administrative support using Microsoft Office and school systems such as Arbor. • Maintain a calm and professional reception area <p>Requirements:</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Strong IT skills including Microsoft Office and email systems. • A flexible, team-oriented approach and willingness to support across the admin team. • Proactive attitude with attention to detail and pride in presentation • Willingness to be trained as a First Aider (training provided) • Must have the right to work in the UK <p> Important Notes:</p> <ul style="list-style-type: none"> • <i>We do not accept CVs.</i> • <i>All applicants must have the right to work in the UK.</i> <p>To learn more about our school, please visit our website.</p>