



School Receptionist
(5 days – 8:00am to 4:30pm)

LBR 4: Points 7

1 Year fixed term contract

You will be a member of our friendly school admin team where no day is ever the same! It is essential that you have experience of working in a school admin setting and dealing with the general public.

Further information about this post is available by contacting the Business Leader, Ms Nicole Reeves, at the school.

Closing date: 25th September 2026
Shortlisting: 25th September 2026
Interviews: 29th September 2026

Visits to the school are warmly welcomed and strongly encouraged. Please contact Ms Reeves, on 020 8550 5253 to arrange a mutually convenient time.

Parkhill Junior School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. These posts will require an enhanced DBS Disclosure check. References will sought, prior to interview.