BISHOP WORDSWORTH'S SCHOOL
Exeter Street, Salisbury, SP1 2ED
Tel: 01722 333851
Headteacher: Mr M Baxter

RECEPTIONIST VACANCY

- **Start date:** 04 January 2027
- **Hours:** 37 hours per week / 39 weeks per year (term time)
- **Contract:** Permanent
- **Salary:** BWS Support Staff pay scale Grade F Points 20 – 22 (£26,542 - £28,221)
- Actual pay (£22,733 - £24,171)
- **Pension:** Local Government Pension Scheme
- **Deadline for Application:** Sunday 06 December 2026
- ***(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment)***

Bishop Wordsworth's School is seeking a friendly, organised and reliable Receptionist to help provide a welcoming and efficient first point of contact for pupils, staff, parents/guardians and visitors. BWS Reception is the hub of the School: a busy and varied place at the centre of daily life. It is often the first port of call for students and for colleagues looking for help, a friendly chat or, when time allows, a cuppa. The role offers the opportunity to get to know people across the School and to play a part in making everyone feel welcome, supported and connected.

Working as part of the reception team, you will welcome visitors, answer telephone calls, help manage visitor access and provide day-to-day administrative support across the school. The role also includes handling deliveries and outgoing post, assisting with reprographics, providing first-aid support once appropriately trained, maintaining first-aid supplies and carrying out other administrative tasks as required.

You will be confident communicating with a wide range of people and able to stay calm and helpful when the reception area is busy. Good organisation, attention to detail, discretion and the ability to manage changing priorities are important. You should be comfortable using office equipment and IT systems, and willing to undertake any training needed for the role, including first-aid training.

The successful candidate will contribute to a professional, welcoming school environment and help safeguard the welfare of pupils by following school procedures and reporting concerns promptly.

What We Are Looking For:

- Excellent communication skills and the ability to build positive, trusting relationships with colleagues.
- The ability to work collaboratively with staff.
- A reliable, flexible and proactive approach, with a willingness to undertake First Aid training and ongoing professional development.

What We Offer:

- Full training and support
- Term-time working, ideal for work-life balance.
- A supportive and welcoming team environment.
- Local Government Pension Scheme.
- Cycle to Work scheme.
- Access to onsite sports facilities and gym.

How to Apply

For further details and an application form, please visit the school website https://www.bishopwordsworths.org.uk/about-us/vacancies

SCAN

Bishop Wordsworth's 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 ensure that our recruitment and selection practices reflect this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring Service (DBS) check, together with other relevant pre-employment checks, including satisfactory references and verification of their suitability to work with children. Online searches, including relevant publicly available social media information, will be undertaken for shortlisted candidates as part of our safer recruitment procedures, in accordance with Keeping Children Safe in Education.