

School Receptionist/Admin Support

School:	Newport High School	Posted:	20th May 2025
Location:	Bettws Lane, Bettws, Newport NP20 7YB	Expires:	2nd June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Contract Length:	permanent	Job ID:	1486385
Salary:	Grade 2 £24.404 - 24.790	Job Reference:	Receptionist/Admin Support
Hours:	Full Time		



Newport High School

The Governors of Newport High are seeking to appoint a confident, enthusiastic and conscientious, permanent Receptionist/School Support Assistant to join our admin team.

It is essential that the successful candidate has excellent organisational and communication skills including the ability to multi-task, perform under pressure, work as part of a team and be able to use their own initiative.

The hours are : 37 hours per week

Term time: 39 weeks per year

8:00-4:00 Monday to Thursday

8:00-3:30 Friday

Closing date: Monday 2nd June 2025

Shortlisting: Thursday 5th June 2025

Interviews: Tuesday 10th June 2025

Safeguarding Statement:

Newport High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.