

Receptionist

School:	Christ's Church of England Comprehensive Secondary School	Posted:	22nd May 2025
		Expires:	9th June 2025
			09:00 AM
Location:	Queens Road, Richmond, Surrey TW10 6HW	Start Date:	1st September 2025
		Job ID:	1487049
		Job Reference:	RT0925
Contract Type :	Fixed term contract		
Contract Length:	1 year		
Salary:	NJC point 7-10 starting at £17,055.60		
Hours:	Part Time		



Christ's Church of England
Comprehensive Secondary School

Receptionist

2 x posts / Part time

Maternity Cover – up to 1 year

NJC Scale point 7 – 10 starting at £17,055.60 (FTE £29,346 to £30,630)

Hours: 4 hrs 45 mins a day (either 07.30 – 12.15 or 11.45 – 16.30) = 23 hrs + 45 mins a week (each shift) over 40 weeks (term time plus 1 week)

Required for September 2025

Christ's School is located near to Richmond Park and is a truly inclusive and comprehensive Anglican school which provides for students of every faith and every background and has attained an excellent reputation within the local community. Its strong Christian ethos permeates all aspects of the school's work and this has had a marked impact in securing excellent outcomes in each student's personal development, based on good relationships at all levels.

Christ's has excellent CPD opportunities for all staff and can offer PGCE/ECT mentoring support and has a welcoming social community. Staff health and wellbeing are extremely important to us with opportunities to work and socialise together outside of the classroom, enjoying activities such as staff breakfast, yoga, salsa dancing, football and other team sports.

We have extensive grounds which are used by the wider community and we can offer free car parking for all staff. The school is located in Richmond which offers good transport links by tube, train and road.

This is a key role in receiving visitors, parents and students, ensuring they gain a positive impression of the school either on arrival or over the phone. Managing incoming enquiries in an efficient, helpful and friendly manner, and assisting with the general administration needs of the school.

To apply please send your completed application form (no CVs) with a covering letter outlining how you meet the criteria detailed in the application pack to email by 9am, Monday, 9th June 2025. Interviews to follow thereafter.

Safeguarding Statement:

Christ's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.