

Receptionist/Admin Assistant

School:	Holyrood Academy	Posted:	1st June 2025
Location:	Zembard Lane, Chard, Somerset TA20 1JL	Expires:	17th June 2025 09:00 AM
Contract Type :	Permanent	Start Date:	1st September 2025
Salary:	£15815 actual (£24404 FTE)	Job ID:	1489180
Hours:	Full Time	Job	202506receptionadmin
		Reference:	



Holyrood Academy

Required: September 2025

Hours : 28 hours per week (8am - 3.30pm less 30 mins break), 4 days a week.

Working Weeks: Term Time only plus inset days

Salary: £15815 actual (£24404 actual)

Join Our Team at Holyrood Academy!

We are seeking a friendly, professional, and highly organised Receptionist/Admin Assistant to be the welcoming face of Holyrood Academy.

This dynamic role involves working across both our visitor and student receptions, ensuring every interaction is warm, efficient, and customer-focused. You'll also play a key part in supporting our wider administrative team with a variety of essential tasks that keep our school running smoothly. If you thrive in a busy environment, enjoy helping others, and take pride in delivering excellent service, we'd love to hear from you!

Further information can be found in the information attached

Closing date: 9am on Tuesday 17th June

Safeguarding Statement:

Blackdown Education Partnership and Holyrood Academy 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. Safeguarding is our most important responsibility as a school. Happy and healthy students who are free from harm, are more likely to be successful throughout their education and thrive on their journey towards adulthood.

As part of our due diligence process when shortlisting, we may carry out an online search of publicly available material to identify any incidents or issues which we might want to explore with the applicant at interview.