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| **SCHOOL RECEPTIONIST**  **8.00am – 5.30pm**  **Salary: £36,000 P.A.**  **30 days holiday per year + Bank holidays** |
| **Required for 1st September 2025**  **Closing Date: 12.00 25th July 2025**  **Applications will be considered as received and before the closing date** |

We are seeking a highly organised and proactive receptionist to join our team in a role essential to the effective operation of the school. The successful candidate must be able to present a calm and professional manner, with a flexible approach to the job and the ability to prioritise tasks in a fast moving environment. Effective communication is essential, together with a thorough knowledge of MS Office applications.

Gatehouse School, which is part of the Phyllis Wallbank Educational Trust, is a flourishing, non-selective, independent school in the heart of the East End. We are proud of our inclusive and friendly ethos which sets out to provide the best education possible for children, establishing a modern outlook on primary education while ensuring that it retains the key values on which it was first founded.

The successful applicant will benefit from being part of a professional, supportive staff team as well as a competitive salary package.

**APPLICATION PROCESS**

**Applications should be submitted using the Gatehouse application form provided. Please complete the form and return by post or email to deputy.**[**bursar@gatehouseschool.co.u**](mailto:bursar@gatehouseschool.co.u)**k**

Equal Opportunities

We aim to promote and ensure equality of opportunity and equal treatment for all. We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

Gatehouse School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo the child protection screening appropriate to the post, including checks with previous employers, social media/online checks and the Disclosure and Barring Service.

Gatehouse School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. The protection of our students from abuse is the responsibility of all staff within our school, superseding any other considerations. Gatehouse School complies with the Department for Education Keeping Children Safe in Education (2024) guidance and all potential employees will undergo vigorous vetting checks to ensure their suitability. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure.