

**Post Title:** Receptionist

**Grade:** Grade 3

**Hours of work:** 8.30am – 12.30pm Monday to Friday = 20 hours 38 weeks per year (Term Time only)

Leave to be taken during school holidays

**Responsible to:** School Business Manager and Headteacher

### **Join our welcoming school community**

We are seeking a highly organised, friendly, and professional Receptionist to join our dedicated team. This is a key front-facing role within the school, where you will play a vital part in ensuring that every child, family member, and visitor experiences a warm and positive welcome.

At Dunalley, we pride ourselves on being a nurturing, inclusive, and community-focused school. The Receptionist is central to this—setting the tone each day and helping our school run smoothly and efficiently.

### **The role**

As our Receptionist, you will be the first point of contact for the school and will:

- Provide a professional and welcoming front-of-house service
- Communicate confidently with parents, carers, staff, and external agencies
- Manage a busy reception area, including phone calls, emails, and visitors
- Support the school's communication with families, ensuring information is shared clearly and efficiently
- Undertake a range of administrative duties, including maintaining records and using school systems
- Work flexibly and proactively to support the wider admin team

### **What we're looking for**

We are looking for someone who:

- Has excellent communication and interpersonal skills
- Is highly organised with strong attention to detail
- Can multi-task effectively and remain calm under pressure in a busy environment
- Is IT literate and confident using a range of digital systems
- Takes pride in delivering a high-quality, friendly service
- Is proactive, reliable, and able to work both independently and as part of a team
- Is committed to contributing to a welcoming and inclusive school culture

Previous experience in a school or office environment is desirable, but not essential.

### **Why join us?**

At Dunalley, you will be part of a supportive and dedicated team where your contribution is valued. We offer:

- A warm, welcoming working environment
- A strong sense of community and teamwork
- Opportunities for professional development
- A role where you can make a real difference to children and families every day

### **Safeguarding**

Dunalley is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, an enhanced DBS check, and compliance with safeguarding requirements.

### **How to apply**

To apply, please complete an application form available on our school website or from [applications@dunalley.gloucs.sch.uk](mailto:applications@dunalley.gloucs.sch.uk)

**Closing date:** Monday 1<sup>st</sup> June at Noon

**Interview date:** Thursday 4<sup>th</sup> June – Confirmation will be sent to shortlisted candidates

**Start date:** As soon as possible

If you would like to visit the school or find out more about the role, we would be delighted to hear from you – please email [applications@dunalley.gloucs.sch.uk](mailto:applications@dunalley.gloucs.sch.uk).