



Birchwood High School
Parsonage Lane, Bishop's Stortford, CM23 5BD
11-18 Academy
Principal – Mr Sam Griffin

Part time Receptionist - To start September 2024

Term time only plus the occasional INSET day
21.25 hours per week Thursday and Friday and every other Wednesday.
8.00am to 4.30pm

Hay Scale 3 SCP 5 (range 5 - 6) £23,500 – £23,893 per annum FTE
plus fringe allowance

Birchwood is a successful 11-18 mixed school with 1400 students on roll. We are very proud of our school, where students not only leave with strong academic qualifications but also as well-rounded individuals with a sense of responsibility.

We have:

- Engaged students
- 200+ talented and hard-working staff
- Outstanding facilities for students and staff
- A determination to raise standards for all
- A belief in comprehensive values
- A commitment to professional development and staff well-being

We are currently looking to appoint an enthusiastic, well-organised Receptionist to join our busy school office. You will require excellent communication skills, have a friendly positive attitude, be resilient, tenacious and enjoy working as part of a team .

The successful candidate will be flexible, efficient and have good knowledge of ICT systems to include word, power point, and Excel. You must be able to demonstrate excellent administrative and communication skills, both verbal and written, be able to work under pressure and have a 'can do' approach.

This role is advertised as term-time only. As such the starting salary is around £11,673 per annum, based on actual weeks worked and inclusive of pro-rata holiday entitlement.

To apply, please ensure that when completing the online application form you include in your statement the reason for your interest in the role, what relevant skills and experience you have that will assist you in fulfilling the expectations of the role, your values and why you want to be part of the Birchwood Community.

Applications should be submitted using the [mynewterm](#) platform no later than 9.00am on **Thursday, 4th July 2024**. Interviews will be held soon after. Please note: we do not accept CVs.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact Louisa Atherton directly on recruitment@birchwoodhigh.org.uk.

The School retains the right to interview suitable applicants and appoint before the deadline.

We are committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check (DBS) will be carried out for all successful candidates