



Receptionist

School: Westhaven School
Hours: 10.5 hours - Thursday and Friday (8.00 am – 1.15 pm) Term time only + INSETs
Contract: Permanent
Salary: JG3
Start Date: 01 September 2026

We are looking to appoint a receptionist as part of our administration team. You will be the first point of contact for parents and visitors to the school and present the school in an efficient and professional manner. We are looking for a candidate to undertake a specific range of admin and ICT duties, which will support the management of the school in an effective and positive manner, who is:

- Enthusiastic, caring and willing to contribute to all aspects of school life
- Highly organised, efficient and effective, with a positive attitude.
- An excellent communicator with the ability to build relationships with learners, parents and colleagues.

Please contact Mrs Trudy Hudson, PA to the Headteacher, for further information.

Applications must be completed in full. Only complete applications will be considered and CVs will not be accepted under any circumstances.

Westhaven School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred List and Enhanced DBS Disclosure checks and satisfactory references. We will be undertaking an appropriate online search for shortlisted candidates.

You can find our safeguarding policy on our school website.

For further information please contact Mrs Trudy Hudson, PA to Headteacher.

Closing Date: Friday 03 July 2026 at noon
Interview Date: Week commencing Monday 06 July 2026

Address: Ellesmere Road, Uphill, Weston-super-Mare, BS23 4UT
Tel: 01934 632 171
Email: trudy.hudson@westhavenschool.org.uk
Web: www.westhavenschool.org.uk