



WEST HILL PARK

Part-Time Receptionist (Term time only 35 weeks per year + inset days)

Closing date: Tuesday 24th June 2025

Job Type: Part-time

Pay: From £12.30 per hour

Expected hours: 25 per week

We are looking to appoint an experienced, enthusiastic and flexible person to join our Prep School from 1st September 2025. As the first point of call for visitors and enquiries made to School, you will need to be cheerful and professional and should also have the capacity to communicate effectively with staff, parents and children. Ideally, you will have experience of working in a School setting but this is not essential.

Working hours:

Monday to Friday from 1.00pm to 6.00pm during term time including INSET Days
(Term dates can be found on the School's website: www.westhillpark.com)

Please send:

1. A letter of application (no more than 1 page)
2. A completed application form available from school website
<https://www.westhillpark.com/job-vacancies> *
3. A CV in support of your application

FAO Mr Chris Ward (Headmaster) on headmaster@westhillparkpst.org

NB * Any applications received for this role that do not include a completed application form cannot be considered.

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers. The information asked for is required under Child Protection regulations and failure to complete the form fully may hold up or jeopardise your application

Benefits:

- Company pension

Schedule:

- Monday to Friday

Education:

- GCSE or equivalent (preferred)

Experience:

- Customer service: 1 year (preferred)
- Administrative: 1 year (preferred)

Language:

- English (preferred)

Licence/Certification:

- Driving Licence (preferred)

Work Location: In person

Application deadline: 24/06/2025