



Executive Headteacher: Mrs Rachel Blake

Receptionist and Administrator

Salary: Grade 4: point 13, Permanent – FTE £29,622.00 – pro rata £25,904.44

Work pattern: Monday – Friday

Working hours: Term time (39 weeks) - 36 Hours per week 8.15am-4pm with 30 minute unpaid lunch break

Start September 2026

We are looking for someone within our school who has the appropriate experience and skills to run the reception desk at St John's. We need someone who has experience and knowledge of School Money. They will also need skills in excel and word. High standards of accuracy and presentation in all aspects of the work is crucial. We will provide training for areas where the candidate is less confident.

We are looking for someone who has the ability:

- To form excellent relationships with the children and families
- To work confidentiality, the ability to work without direct supervision, and the ability to determine appropriate priorities, work under pressure and have a good sense of humour.

If you have any questions, please contact the school office on:

0208 954 3978 or office@stjohns.harrow.sch.uk

CLOSING DATE: Wednesday 15th July midday

Please complete the application form found <https://www.stjohns.harrow.sch.uk/page/?title=Vacancies&pid=26>

Interviews will be held as applications are received.

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.