



September 2026

Dear Applicant

RE: RECEPTIONIST/ADMINISTRATION ASSISTANT VACANCY

Thank you for your interest in the position of Receptionist / Administrative Assistant at our school. This is a permanent position, with a start date as soon as possible. As a busy secondary school, our reception and administrative team plays a vital role in the smooth running of the school. The successful candidate will be one of the first points of contact for students, parents, staff, visitors and external agencies, and will therefore need to demonstrate excellent communication, organisation and interpersonal skills.

We are looking for someone who is friendly, approachable and professional, with the ability to remain calm and organised while working in a busy and sometimes demanding environment. The role requires someone who can manage a range of competing priorities, maintain confidentiality and work effectively as part of a supportive team.

We are always looking for highly motivated and talented individuals to join our team. Bishop Rawstorne is unique in so many ways: academically successful, a vibrant and close-knit community, there is a strong Christian ethos, and we are blessed with contemporary facilities and beautiful grounds. The school enjoys an excellent reputation and is over-subscribed each year. Someone coming to work here can expect to encounter pleasant, amenable, motivated students and friendly, supportive colleagues. Staff are given every opportunity to pursue a high level of professional development and to realise their potential.

We are committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS, and any appointment will be subject to this process. In line with KCSIE, the academy will be carrying out online searches on shortlisted candidates as part of the due diligence process. Failure to declare any previous convictions may result in a job offer being withdrawn.

If you would like to join our team, please return your completed application form to recruitment@bishopr.co.uk The closing date for applications is at **9.00am on Monday 21 September 2026**.

We look forward to hearing from you.

Yours faithfully

Mrs L Hood
Business & Finance Manager