



Receptionist

Lancaster High School is seeking a Receptionist. This person will be a strong communicator and administrator, offering first point of contact support for pupils, parents/carers, and visitors and providing administrative support to the team thereby supporting the smooth running of the school.

Post:	Receptionist
Fixed Term or Permanent:	Fixed-term until 31/08/2027
Responsible to:	Office Manager
Grade & Range	NJC Grade 4 (Points 4-6)
Weekly Hours:	37 hours per week
Days & Hours of Work	Monday to Friday from 08:00 to 16:00 with a 36 minutes unpaid lunch break
Working Weeks	38 (Term-time only)
Pro Rata Annual Leave, including public holidays and statutory days	6.09
Paid Weeks	44.09
FTE Salary Range:	25,185 – 25,989 (Pay award pending)
Actual Salary Range:	21,296 - 21,976 (Pay award pending)
Start Date:	ASAP
Application Deadline:	9.00am on Thursday 3 rd September
Interview Date:	w/c 7 th September

Lancaster High School is built on a foundation of high expectations and unwavering ambition for every pupil. We are a small, supportive school where academic excellence goes hand in hand with a deep sense of community—where strong relationships between pupils, staff, and families create a culture of respect, belonging, and shared purpose. Inclusion is at the heart of everything we do. As a truly comprehensive school, we ensure that every child is seen, supported, and empowered to flourish. Our commitment extends beyond the classroom: we work collaboratively in service to the city of Lancaster, nurturing young people who are not only successful learners but compassionate young people.



Most importantly, our pupils are taught to be kind - to themselves and to others. Whether in lessons, on the stage, or on the sports field, our pupils are encouraged to be the very best person they can be. The successful candidate will embody the values of Ambition, Kindness, and Service, whilst playing a key role in raising standards across the Science Department and among our SEND cohorts.

We would actively encourage you to visit our school, in advance of the closing date, to see and speak to our pupils and staff. We are confident you will be impressed with what you see.

For further details, an informal confidential conversation, or to arrange a visit to our school, please contact: recruitment@lancasterhigh.lancs.sch.uk. Interested candidates must complete the attached application form. They must also provide a supporting letter, no more than two sides of A4, outlining their experience and qualities that make them suitable for the role.

01524 32636 • lancasterhigh.co.uk • info@lancasterhigh.co.uk

Lancaster High School, Crag Road, Lancaster, Lancashire LA1 3LS



THE BAY
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Headteacher: Mr C.Malone

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