



be kind | work hard | take responsibility

'Helping every person achieve things they never thought they could'

RECEPTIONIST

Monday – Thursday 08.00am – 04.00pm. Friday 08.00am – 3.30pm

Term time plus 5 days

37 hours per week

Permanent Position

Grade D SCP 6-11 (Actual salary £22,254pa - £24,098pa)

Immediate Start

We are looking for a school receptionist with strong organisation, communication, and interpersonal skills. This is a fantastic opportunity for someone looking to start an education-based career. You will be responsible for a welcoming reception area and will be the first point of contact for general enquiries. You will be required to provide a comprehensive reception service as well as supporting the administration team.

A flexible approach to work is essential, as the role will require assisting the administrative team at busy times. Previous experience in an education environment would be an advantage but is not essential. You will have experience of a full range of administrative skills and demonstrate a confident approach and professional manner at all times.

The school has continued to improve at pace, and this is an exciting time to join Little Lever as we look to become an Outstanding school and continue to help every person achieve things they never thought they could!

Please visit our website to gather a flavour of what we are all about!

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Completed applications should be returned to the Principal, Mr D Mckean via HR (recruitment@little-lever.bolton.sch.uk)

Closing date for applications & shortlisting: **9am Wednesday 3rd June 2026**

Interviews to take place: **Week commencing Monday 8th June 2026**

***Previous applicants need not apply**