



## School Receptionist

Required for September 2026  
Part-time, 15 hours per week  
(Job Share to be worked over 2 full days)  
Term time + Inset days + 2 days during August  
Salary based on new NJC Scalepoint 4 to 5  
(Actual starting salary £9007 - £9149 per annum)

St Ambrose College is seeking to appoint a highly organised and professional individual to join our administrative team as a permanent **School Receptionist (job share)**.

This is a key front-facing role, acting as the first point of contact for pupils, parents, visitors and external agencies while providing comprehensive administrative support to ensure the smooth day-to-day operation of the school.

St Ambrose College is a high-performing Catholic grammar school where students benefit from an ambitious curriculum, high expectations, and a strong culture of respect and personal development. We are proud of our inclusive community and the excellent attitudes to learning demonstrated by our students. The successful candidate will play an important role in representing these values.

Experience within an educational setting would be advantageous, although not essential.

### Key Responsibilities:

- Act as the first point of contact for visitors, parents, pupils and external agencies and ensure compliance with school safeguarding and security procedures.
- Handle enquiries professionally and relay messages accurately and efficiently.
- Answer, screen and transfer incoming telephone calls in a timely manner.
- Provide general clerical and administrative support, including photocopying, filing, data entry, word processing and correspondence.
- Produce and distribute the school's weekly staff bulletin.

Hale Barns, Altrincham, WA15 0HE

t: 0161 980 2711 e: [office@st-ambrosecollege.org.uk](mailto:office@st-ambrosecollege.org.uk) [www.st-ambrosecollege.org.uk](http://www.st-ambrosecollege.org.uk)

Saint Ambrose College, part of the Laetare Catholic Multi-Academy Trust. Registered number: 15731145



# Saint Ambrose College

State-funded Independent Catholic Grammar School  
Principal: Mr D. Rainey B.Ed (Hons)



The ideal candidate will have:

- Excellent verbal and written communication skills, with a friendly and professional manner.
- Strong organisational and administrative abilities, able to manage multiple tasks efficiently.
- Experience handling telephone calls, emails, and visitor enquiries in a busy environment.
- Proficient in Microsoft Office and school management /database systems.
- Able to maintain confidentiality and handle sensitive information with discretion.
- Welcoming, approachable, and committed to providing outstanding customer service to pupils, parents, staff, and visitors.
- Have previous experience in an administrative role (experience in a school environment is desirable but not essential)

**Closing date for applications: 24.06.2026 at 9am**  
**Interviews to take place during week commencing 29.06.2026**  
**Start date: 1<sup>st</sup> September 2026**

Please send completed applications to [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)

Those interested in applying or wanting to find out more about possible flexibility are strongly encouraged to contact the school to arrange a visit to discuss the role further.

Please contact: [recruitment@st-ambrosecollege.org.uk](mailto:recruitment@st-ambrosecollege.org.uk)

Applicants must complete the application form which is available on our college website (vacancies page):  
[Saint Ambrose College - Vacancies](#)

Please also include a supporting statement of no more than 2 sides of A4 paper, with a minimum font size of Arial 11, referring to the person specification and job description/responsibilities.

Applicants also need to complete a Recruitment Monitoring Form and a Rehabilitation of Offenders Act 1974 Disclosure Form.

The school is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We are an equal opportunity employer. We are also a multi-ethnic school, and we particularly welcome applications from ethnic minority candidates who are under-represented in our staff population compared to our pupil population.

Any offer of appointment for post is subject to a satisfactory DBS check.

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