



ST CATHERINE'S SCHOOL  
TWICKENHAM



**School Receptionist/Administrator**  
**Full time**  
**To start as soon as possible**

The School Receptionist/Administrator plays a key role as the first point of contact for many of our pupils, parents and visitors. You will be part of a busy reception team responsible for general school administration, including pupil welfare and attendance.

You will be the main point of contact for both telephone, email and face to face enquiries, ensuring all communication is dealt with in a professional and timely manner; sort and distribute incoming and external mail; help to manage compliance administration including tracking pupil attendance; support the administration of trips and administer co-curricular club enrolment.

You will also administer first aid and medication to pupils, liaising with parents and staff and maintaining accurate records.

You will be helpful, good-humoured with a personable manner, possess strong organisational, communication and ICT skills and have the ability to work with initiative. Applications are welcome from people who do not yet have experience in schools. We are especially keen to meet those with strong communication skills and a commitment to effective administration. Training can be provided.

The 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 applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List, online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates.

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Applications will be reviewed as they are received so early application is recommended and the school reserves the right to begin the recruitment process prior to the closing date.

**Closing date for applications Monday 25 March 2024, 9am.**  
**Interviews will be held from Tuesday 26 March 2024.**

Please return your application via email to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)