



## **Receptionist / Administrator**

**Salary – B Grade – Full Time Equivalent £25,128 at B1**

**(Actual annual pro rata salary is £11,617.56)**

**20 hours per week, 39 weeks per year - Term Time**

**Fixed Term initially to 31 December 2026**

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are looking for an afternoon Receptionist to join our team, in the school's busy main reception. This post will cover a variety of tasks including welcoming visitors, handling money, operating the switchboard, and providing general administrative support.

We are looking for someone with an enthusiastic and professional approach, who is flexible enough to turn their hand to different aspects of administration as needed.

Administrative experience, strong customer service and keyboard skills are essential, as well as attention to detail, written and verbal communication and a high level of computer literacy. Knowledge of school software systems, namely Tucasi and SIMS would be an advantage, but is not essential.

**The hours that we need to be covered are 12.30pm to 4.30pm, Monday to Friday.**

To apply for this position, please download an application form from [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php) and forward your completed application to [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk). We look forward to hearing from you.

**Closing date:** 10 February 2026

**Interviews:** To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.