

**Job Description**

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| **Name** |  |
| **Position** | Receptionist |
| **Salary Scale** | KSB- Pro Rata Salary £21,356 |
| **Responsible to** | Office Manager |
| **Responsible for** |  |
| **Date of Appointment** | ASAP |
| **Date** | 29th September 2025 |

**Job Summary**

Are you organised, approachable, and great with people? Do you enjoy being at the heart of a busy environment where no two days are the same? If so, we’d love to hear from you!

We are looking for a receptionist to join our welcoming secondary school in Kent. As the first person students, parents and visitors meet, you’ll play a key role in creating a positive first impression of our school.

**About the School**

Aylesford is a vibrant and inclusive non-selective secondary school in Kent, committed to providing a supportive and inspiring environment for both students and staff. We pride ourselves on fostering a strong sense of community and delivering a high-quality educational experience to all students.

**What the role involves:**

* Greeting visitors with a smile and making them feel welcome.
* Answering calls and emails, and directing enquiries to the right people.
* Supporting staff and students with day-to-day queries.
* Keeping our reception area organised and running smoothly.
* Carrying out a range of admin tasks to support the school office team.

**About you:**

We’re looking for someone who is:

* Friendly, approachable, and professional.
* Organised and able to juggle tasks in a busy environment.
* Confident with IT (Microsoft Office skills are a bonus).
* A great communicator – both face to face and over the phone.
* Reliable and keen to be part of a supportive team.
* Willing to support with wider School community events; Open Evenings, Information Evenings
* Willing to be first aid trained if not so already (additional payment to be made upon completion)

Previous experience in a school office is helpful but not essential – what matters most is your positive attitude and willingness to learn.

**What we offer:**

* A welcoming and supportive team.
* Training and development to help you thrive in the role.
* The chance to make a real difference to our students, families, and community.
* Opportunity to join the very generous LGPS Pension

**How to apply**:

To apply, please complete our application form attached.

For any further information please contact Mrs Jo Jane, Office Manager Joanne.Jane@Aylesford.Kent.Sch.Uk

**NOTE:**

This Job Description may periodically be varied after consultation with the post holder.

Signed …………………………………………………………… Headteacher

Date ………………………………………………………………

Signed …………………………………………………………… Staff Member

Date ………………………………………………………………