



Afternoon Receptionist



ST HELEN &
ST KATHARINE

Welcome to St Helen and St Katharine

St Helen and St Katharine is one of the UK's leading independent girls' schools – a place where students thrive, and our brilliant staff use their expertise and enthusiasm to go above and beyond.

Our students achieve significant academic success each year, much of which is due to our teachers' ambition and passion, but the students and their parents are very aware that it is the whole staff group that makes St Helen's 'tick', and all staff are valued for their contribution to the school community.

When people start working at St Helen's, they are joining a vibrant community of 700 students and 225 members of staff. Whether as one of those expert teachers or as one of our skilled support staff, there are many opportunities to become fully immersed in life at St Helen's – from coming along to watch one of the outstanding school productions to taking part in the range of activities we have to support staff well-being and our sense of community.

We are fortunate to be able to offer a range of training and professional development opportunities to support staff growth; our staff training budget is generous and allows for both departmental initiatives and individual development. We look to get outstanding speakers to address both the whole staff and specific groups; we have been delighted to welcome Tom Sherrington, David Didau and David Weston to talk to our teaching staff in recent years and all staff have benefitted from the work we have done with Executive Coach, Simon Scott, as we look to keep life and work and wellness in balance. There is an active Joint Staff Consultative Committee and a regular staff e-zine that shares ideas for things to do in the local area.

St Helen's is an outstanding place to start your teaching career, and we provide comprehensive support for teacher induction. We encourage talented graduates interested in teaching to join us directly and have plenty of experience of guiding them to gain their qualified teacher status through the school-based PGCE from the University of Buckingham.

We are also an excellent school for newly qualified teachers to complete their 2-year Early Careers induction, guided by experienced subject mentors and our Initial Teacher Training Coordinator.

We look to connect both trainee and early career teachers with their peers in our immediate network of both independent and maintained sector schools in Abingdon.





The School

Recently named Independent Girls' School of the Year, ranked the top 5 girls' school in the Southeast (*The Times Parent Power 2026*) and among the top 20 schools for sport in the UK (*School Sport Magazine*), St Helen and St Katharine is one of the leading independent schools in the country. It is an exciting place to work, and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Gloucestershire, Wiltshire, Hampshire Berkshire and Buckinghamshire.

Unapologetically focused on girls – their needs, their ambitions and their voices – St Helen's is where futures are shaped *on her terms*. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18, from our Junior Department (Year 5–6) through to Sixth Form. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of co-curricular clubs and societies.

We enjoy collaboration with a range of local partner schools, including Radley College, Abingdon, Larkmead, John Mason and Fitzharrys, providing opportunities to enrich the developmental journeys of our students and build positive connections across genders and experiences.

In 2023, we opened the doors to our new Sixth Form centre, the Benedict Building. The Benedict Building is a physical articulation of the School's vision for Sixth Form – to create an environment for our students that will spark their intellectual spirit and imagination – and provides students with the space and opportunity to grow their academic and co-curricular interests in readiness for the future.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen's. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen's. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen's, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The role

We are seeking to appoint a receptionist to join our friendly office team to work in the afternoons from 3.30pm to 6.00pm, Monday to Friday, term-time only from September 2026.

Located at the heart of the School, with a sight line to the front door, the School's Reception is the focal point for a variety of queries from both those in School and those visiting. The Reception desk is manned between 7.30am to 6.00pm Monday to Friday during term time, with the hours covered by three Receptionists / Administrators.

The post holder will need to be well organised and enjoy working as part of a team. They should possess strong IT skills, along with a willing and flexible attitude in order to cope calmly with several demands simultaneously.

In this key front of house role, the Receptionist will ensure that visitors receive a friendly and professional welcome and that all enquiries, whether in-person or by telephone or email are dealt with efficiently.

The successful candidate will be a competent administrator and have outstanding communication and interpersonal skills. They will be able to multi-task in a busy work environment, deal with queries in a calm and professional manner and relay messages accurately and efficiently.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's Safeguarding policies.

The school office and facilities

The school office is a busy environment attending to all the needs of students, staff and visitors.

The reception team report to the School Administrative Lead and will work with the wider school administration team.

Key responsibilities

- Welcoming visitors to the School, ensuring visitors are well cared for and the visitor areas are well kept.
- Ensure that signing in procedures are followed including preparing and issuing visitors lanyards and advising them of fire and safeguarding regulations.
- Dealing with in-person, telephone and email enquiries; taking and passing on accurate messages, being quick and efficient in transferring calls to the relevant colleagues and generally ensuring an efficient and friendly manner.
- Answering queries from students and staff, and passing on messages, as necessary.
- Liaising with library and late duty staff on student activities after school and dealing with late pick-ups and missing students.
- Being vigilant to school security and safeguarding with regard to visitors and parents.

- Be available as a central point for queries and for liaison with maintenance, catering and IT staff.
- Various administration duties including dealing with and answering emails, signing students in and out, laminating, dealing with deliveries and being proactive for the smooth running of the office.
- Proactively support the wider administration team with additional administrative tasks.

The person

Skills/abilities

- An excellent telephone manner.
- Excellent interpersonal skills, with the ability to communicate well at all levels and develop a rapport with students, parents and staff.
- Efficient time management skills, with the ability to work calmly under pressure and multi-task.
- A high level of computer literacy; competent user of the main Microsoft Office suite of packages.

Experience, knowledge and qualifications

- Proven experience in a receptionist role; organising information, records, correspondence or other data, maintaining accuracy and high standards at all times.
- Experience of delivering a high-quality administrative service, juggling multiple demands.
- A relevant administrative qualification would be an advantage.

Personal attributes

- Reliable, with a flexible and helpful approach at all times.
- A commitment to safeguarding our students in line with the School's Safeguarding policies.
- An appreciation of the need for discretion and confidentiality is essential.
- Friendly, approachable, and professional.
- Able to manage multiple demands and remain calm.
- A team player with a willingness to share wider general office tasks when necessary.
- To take ownership for own continuous personal development undertaking relevant training, as and when appropriate.



Salary and benefits

- This is a permanent, part-time, term-time only role.
- Hours: Monday to Friday, 3.30pm – 6pm during the School term (12.5 hours per week).
- The salary range for this role is £6,966 – £7,169 pro rata, based on a full-time equivalent rate of £26,910 – £27,687 per annum. Starting salary will be dependent upon experience.
- Paid pro-rata holiday entitlement of 5.9 weeks (this is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School holidays.
- St Helen's will be introducing fee remission of up to 50% on tuition fees for children of staff members at the School from September 2026 (pro-rated for part-time staff).
- Employees may join a staff Pension Scheme. The School currently double matches employee contributions with a minimum employee contribution of 3% (6% employer contribution) up to a maximum employer contribution of 10% of gross salary. Salary sacrifice is also available for pension contributions where qualifying conditions are met.
- All staff are covered by a life assurance scheme, paying out three times annual salary in the event of their death whilst employed by the School.
- A diverse training and professional development programme.
- A range of other staff benefits are available via external providers such as an Employee Assistance Programme, access to GP and dental advice lines amongst other services.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating, plus refreshments in the staff room during the day and after school.
- There is free car parking on site.
- Employees may use the fully equipped Sports Centre facilities including a fitness suite, ergo suite and group cycle studio.
- Free eye tests and annual flu vaccination.
- Access to a well-stocked school library.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks



The process

These job details should be read in conjunction with our Safeguarding policies, available within the vacancies section of our website.

Please then complete an application form (available within the vacancies section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Sarah Rollings, Head**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Tuesday 16 June 2026 at 9.00am**.
Interviews will take place on **Monday 22 June 2026**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback.

We look forward to receiving your completed application.



www.shsk.org.uk

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Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE

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