



VACANCY

Receptionist

We are seeking a professional and welcoming receptionist to ensure the smooth operation of our school's front office and serve as the first point of contact for visitors and parents. The role involves handling emails and telephone queries, supporting pupil attendance processes, and providing general administrative assistance. You will need excellent communication and organisational skills, strong attention to detail, and experience working in a busy office environment.

In return we can offer –

- Term time working
- Wellbeing support and a comprehensive Employee Assistance Programme
- A thorough training programme and excellent professional development opportunities
- Opportunity to work in a rewarding environment where all staff are proud to work

This is a permanent position. 6.5 hours per week, Monday, 8.30am - 3.30pm term time only
Surrey pay scale PS4 – starting point 2 - £25,052 FTE pro rata

Closing date: Monday 12th January 2026 (Will accept applications sooner*)

Interviews to be held during week beginning: Monday 19th January 2026

Start date: February 2026

*We reserve the right to close applications early and appoint before published closing date, so please do not miss out on this exciting opportunity. References may be requested on receipt of your application.

For further details, information and application form visit our website

www.chertsey.surrey.sch.uk/job-vacancies or

contact Anita Cheeseman head@chertsey.surrey.sch.uk

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Barring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks.