



Longridge High School

Excellence and ambition from all, for all

Reception and Admin Support Officer

Required from September 2025

Grade 4 FTE (£24,404 - £25,183)

37 hours a week Term time plus 1 day

8am – 4pm Monday to Thursday, 8am – 3:30pm Friday

Actual Salary: (£20,743 - £21,405)

We are looking for an outstanding, enthusiastic and conscientious person to join our Business Administration Team as a Receptionist. We require an organised resilient individual to be the first point of call for parents and visitors at our busy reception area, whilst supporting and maintaining high levels of security as per our safeguarding protocols.

Responsibilities will include general administration duties of which include the maintenance and administration of pupil medicines. Be required to provide a courteous and professional approach to supporting pupils, parents, and visitor queries and be able to work under pressure when ad-hoc tasks arise. Be able to provide Senior Leadership with clerical administration as and when required with excellent organisational and prioritising skills.

The successful candidate will have a passion for learning, for young people and have high aspirations and expectations of themselves and our pupils. They will be hard working, flexible, a great team player and also be able to use their initiative. The successful candidate will work under the direction of the Schools Business Manager.

Our school is highly motivated in providing the best possible outcomes and would like a receptionist who is keen to promote positive relationships with both pupils and parents and make a difference to their lives. If you are this person and if you want to join a wonderful school, where all staff are supported then please apply.

If this post excites you, then please apply:

- On-line at www.lhs.lancs.sch.uk
- Email the school on jobs@lhs.lancs.sch.uk

Application Deadline: 12 noon Thursday 10th July 2025

Shortlisting: 2pm Thursday 10th July 2025

Interviews: Tuesday 15th July 2025

Longridge High School is committed to ensuring the safety of all its children and young people. This post is subject to an enhanced Disclosure and Barring Service check.

HEADTEACHER
Jane Green BA(Hons), MSc, NPQH

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