



Birchwood Community High School

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Brock Road, Birchwood,
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500

Email: contactus@birchwoodhigh.org

www.birchwoodhigh.org



Receptionist/Admin Support

Start Date:	ASAP
Contract Type:	30 hours per week
Contract Term:	Permanent
Salary:	NJC Grade 2 (£24,027 FTE) Term Time Salary is £16,758.

Birchwood Community High School are seeking a friendly and professional Receptionist to be the first point of contact for visitors, parents, and pupils.

The successful candidate will play a key role in ensuring the smooth and efficient running of daily school life. This role involves managing the reception desk, handling enquiries, and facilitating internal and external communications.

We welcome applications from individuals with strong administrative, communication, and interpersonal skills, as well as a dedication to fostering a vibrant and well-supported educational environment. This is a fantastic opportunity to join a supportive team at the heart of a warm, busy, and dynamic school community.

This role is based on-site and is offered on a 30 hour week contract, Monday to Friday from 9am until 3.30pm.

Please see the linked documents or our website for further details. If, prior to submitting an application, you would like to see for yourself why we believe this is such a fabulous school in which to work, then do not hesitate to contact us to arrange a visit.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this legal requirement. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check (formally CRB).

For further details and an application form please visit: www.birchwoodhigh.org

Closing date for application: 9am Friday 21st February 2025.

Interview date: To be confirmed.

Application forms should be returned to joinus@birchwoodhigh.org.