



ST CLAUDINE'S
CATHOLIC SCHOOL FOR GIRLS

Diocese of Westminster Academy trust
St Claudine's Catholic School for Girls
Crownhill Road, London, NW10 4EP
Tel: 020 8965 2986 | email: office@stclaudines.co.uk
Headteacher: Dr L McGowan, BMus (Hons) MA EdD NPQH FRSA

"In faith, one family"

School Receptionist

Term time + 5 INSET days and 10 days in school holidays
41 weeks per year; Permanent Contract
Salary scale 4: £26,403 - £28,142 + London Weighting £2,301 (pro rata)

Required for: September 2026

Closing date: 13th July 2026

Interviews: 16th July 2026

St Claudine's Catholic School for Girls is a highly-successful Catholic girls' comprehensive school (ages 11-18) in the northwest London Borough of Brent. We require a School Receptionist to start in September or as soon as possible thereafter.

Learning at St Claudine's is rooted in the Gospel values in a warm, supportive and nurturing community. Even though we are a Catholic School, it is not a requirement to be Catholic and our international community welcomes staff and students of all faiths and none. Behaviour at the school is outstanding and students are educated via a rich and diverse, holistic curriculum to become confident, articulate and independent young people.

We require a warm and welcoming, cheerful colleague to join our busy administration team, working as our school receptionist. Being the first person to greet our visitors and the first person to give a positive impression of our wonderful school, it is important for candidates to have a friendly disposition and to make visitors, students and parents feel welcomed. Excellent interpersonal skills, high levels of organisational skills, proficiency on telephone switchboard and use of IT are essential requirements for the job. The role also involves receiving delegated administration tasks.

Although we are a Catholic school, it is not a requirement for candidates to be catholic. Our multicultural and multifaith school welcomes applicants of all faiths and no faith.

Further details of this post are available on the school website: <http://www.stclaudines.co.uk/joining-us/vacancies/>

As part of our commitment to safeguarding and promoting the welfare of children you will be required to undertake a DBS check.

All staff are expected to be positive spokespeople for the school and to role model the professional behaviours and attitudes we expect to see in the students. All staff might be required to carry out any reasonable duty or request made by the Headmistress or Deputy Headteacher that is not covered in this job description.