

# Southfield School

Woods Avenue  
Hatfield  
AL10 8NN

[www.southfield.herts.sch.uk](http://www.southfield.herts.sch.uk)

Headteacher: Angela O'Rourke



## School Office Receptionist / Administrator

**We are looking to appoint the right candidate for this post as soon as possible.**

**Full time**

**£24,790 FTE (Grade H3 5)**

We are seeking a Receptionist/Administrator to join our school office team, to provide a welcoming, efficient and professional front of house service to visitors, pupils and staff.

The receptionist plays a vital role in the day-to-day operation of the school office and is the first point of contact for the school. This is a key operational role ensuring all stakeholders on site receive a professional welcoming and all safeguarding checks are in place in line with our school procedures.

The successful candidate will undertake front desk duties, support with administrative tasks and provide general office support. The successful candidate will ensure that there is accuracy in detail, confidentiality and compliance, and plays an important part in safeguarding and supporting children and families.

Southfield not just cares about the children, but about the staff too, making it a great place to work. We have a bright and spacious comfortable break out area for staff, dedicated PPA room, and a fully equipped functioning kitchen.

By providing a positive work environment, it brings out the best in our team. We support training, career development, and your passions.

You'll get free parking, free hot drinks, ongoing support, and a great team.

We believe that schools can and do make a difference in shaping lives, and that the most important resource in any school is its staff. At the heart of this belief is the recognition that people are the school's greatest asset. The success of Southfield School is built upon the dedication, commitment, expertise, and enthusiasm of our highly skilled team. Their passion and professionalism create a supportive and inspiring environment in which our children can thrive and achieve their full potential.

Southfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to demonstrate that they meet the criteria outlined in the person specification in order to be offered the post and will be subject to an enhanced DBS check.

We welcome applications from all members of the community.

We warmly welcome the opportunity for prospective applicants to visit our school, meet our dedicated staff, and experience our vibrant community of pupils. To arrange a visit, please contact the school office on 01707 276 504 to schedule an appointment with the Director of Business Operations.

Applications are invited via the MyNewTerm portal: <https://mynewterm.com/school/Southfield-School/130362>

Prospective candidates are encouraged to submit their applications as soon as possible, as we reserve the right to shortlist, interview, and appoint prior to the advertised closing date.