



SCHOOL RECEPTIONIST
Grade D Scale point 3 (£ 24,796 pa fte)
8:00am- 4.00pm Monday to Thursday 8.00am – 3.30pm on Friday 37 paid hours per week
38 weeks plus 5 training days
ASAP start
ST THOMAS BECKET CATHOLIC SCHOOL
“CHRIST’S LOVE IS OUR FOUNDATION”

About Our School

Our school is a welcoming, inclusive 11-18 Catholic community where every individual is known, valued, and supported to flourish.

Following our recent Catholic Schools Inspectorate (February 2026), we are proud to have been judged Good overall, with Outstanding in key areas. The school was recognised for a “welcoming, vibrant environment of care and spirituality” and strong relationships where students show deep respect for each other and staff.

Parents also recognise the highest level of pastoral care, reflecting a culture where individuals feel valued.

Alongside this, our Sixth Form is ranked in the top five state-funded schools nationally and is the top-performing faith school in the country.

Why Join Us?

- A school recognised for its outstanding pastoral culture and relationships
- Respectful, engaged students
- Nationally recognised academic success
- Supportive leadership and commitment to staff wellbeing

The Directors of this successful Catholic Secondary school seek to appoint a confident and motivated School Receptionist, school experience desirable. The role is to assist the School Operations Coordinator in providing a high-quality administrative support to the school’s Senior Leadership Team and to assist in key administrative processes within the school and promote a positive and welcoming reception to all who visit our school.

We are looking for someone who is confident, positive and a team player but also able to use their initiative. Be part of the wider school administrative team providing a support to staff, pupils, parents and visitors.

Please apply online via My New Term.

Closing date: Friday 15th May 2026

Interviews: w/c Monday 18th May 2026

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – St Thomas Becket in Northampton and St Thomas More in Bedford.

