



Oriel High School
Maidenbower Lane
Maidenbower
Crawley
West Sussex
RH10 7XW



Headteacher: Philip Stack BSc MA NPQH

This innovative and successful 11-18 school first opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1450 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community.

School Receptionist
8am – 4pm Monday - Friday

The salary range is £26,403 - £26,842 (Grade 5) plus Fringe allowance, Term Time only, pro rata.

The Governors are seeking to appoint an excellent administrator with good communication skills for the above post. The post is term time only, including 5 Staff Training days and an additional 1 week during school holidays (to be negotiated). This equates to a 37 hour week over 45 weeks per year (inc 5 weeks paid leave).

This is a pivotal role and the person appointed will work closely with staff across the school and at all levels. The successful candidate will work as part of an effective team. You should be calm under pressure and enjoy dealing with children.

Working knowledge of school MIS systems and a good level of I.T. skills is desirable. A full induction and support programme will be provided.

Key Tasks include:

- ☐ To undertake reception duties, to welcome visitors to the school and to deal with enquiries as necessary. Take messages, and maintain records thereof, for staff when unavailable.
- ☐ To liaise with Royal Mail regarding postal deliveries.
- ☐ Provide refreshments for visitors when requested.
- ☐ To maintain the school diary, including the booking and preparation of meeting rooms, and organisation of refreshments through BAM if required.
- To liaise with BAM FM on operational aspects of the PFI contract, including.
 - ☐ Making arrangements for the hall/furniture bookings for assemblies and special events i.e. parents evenings.
 - ☐ To attend bi-weekly meetings with BAM and follow up issues arising.
 - ☐ To follow up projects/issues between meetings and advise staff of progress.
 - ☐ To monitor jobs put forward to the helpdesk and chase progress accordingly, in line with Service Level Agreements.

If you have drive, enthusiasm, and experience to bring to our school we would be pleased to hear from you.

An application form is available for download from our website: [Staff Vacancies – Oriel High School](#)

Closing date for applications: **12pm on Monday 24th November 2025**

West Sussex County Council is an Equal Opportunities Employer

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and an enhanced Disclosure & Barring (DBS) check with the Criminal Records Bureau.