



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 1500 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community.

Part Time Student Reception and Welfare Assistant
20 hours per week across Monday - Friday
The actual salary is £12,700 (Grade 5) plus Fringe allowance, Term time only

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 report to the Business Manager and work as part of an effective team in our front office. You should be calm under pressure and enjoy dealing with people. You will have previous experience of working in a busy office environment. Working knowledge of School MIS software is also desirable but not essential. A full induction and support programme will be provided.

Key Tasks include:

- To provide support for our Receptionist and Front Office staff
- Administer first aid as required and monitor student recovery
- To supervise students in the medical room
- Monitoring the medical register for those students absent from lessons and/or sent home
- General Office Administration

If you have drive, enthusiasm, and experience to bring to our school we would be pleased to hear from you. To apply, please visit the school website [Staff Vacancies – Oriel High School](#)

Closing date for applications: 12pm on Friday 18th September 2026

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.