



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible:

Receptionist/Administrative Assistant

Salary Grade 4, 21.25 hours per week term time only (39.2 weeks per year)

£25,583 – 25,989 Full Time Equivalent

Part Time actual paid salary payment £12,759 – £12,961

2 positions available

We are seeking to appoint 2 part time Receptionists with excellent customer service skills, to provide a professional and welcoming service to our visitors, working as part of the Business Services Team and supporting with general administration. The school Reception is open from 8.00 – 4.00pm daily during term time and the normal working hours will be split between postholders within these times. As the first point of contact you will be familiar with the whole school structure and procedures and will confidently answer general enquiries. You will have a solutions focused aptitude and will liaise with colleagues across the school to resolve ad-hoc and specific enquiries efficiently.

The successful candidates will also be trained to administer medication to students, keeping accurate records of treatment.

We are looking for someone who will provide a warm and professional welcome in all forms of communication and have experience of working in a busy reception or office environment. Effective communication and excellent organisational skills will be essential for the role. You will be able to handle a variety of tasks quickly and efficiently in a calm manner and deal with competing deadlines and interruptions.

Cannock Chase High School is an 11-19 state funded comprehensive school around 1,100 students on roll. The school values (Teamwork, Responsibility, Integrity, Excellence and Resilience) underpin all that we do. Our last two Ofsted reports have resulted in outcomes of 'good'.

Once candidates have been notified that they have been invited for interview, references will then be requested.

How to apply

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website:

www.cannockchasehigh.com/Jobs-at-CCHS. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at headteacher@cannockchasehigh.com.

Closing Date: Monday 10 November 2025, 12.00 noon

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE