
	<p>Church Stretton School Shrewsbury Road Shropshire SY6 6EX Telephone Number: 01694 722209</p>	
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Job Title: Receptionist

Hours: 37 hours per week

WPY: 44.00 (Term Time plus 3 days)

Contract Type: Permanent

Salary: Grade 4 SCP 5 (£25,583 pro-rata to working weeks, £13.26 per hour)

Workplace: Church Stretton School

Start Date: 1st September 2026

TrustEd Schools is a Shropshire multi-academy trust serving a family of local schools, consisting of five secondary schools and four primary schools. We are a professional and friendly Trust, committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton School is a successful, oversubscribed and vibrant 11–16 secondary school, where relationships are strong. We serve the market town of Church Stretton and the surrounding area. As a smaller rural school, we get to know our students and their families well.

Main Outline of the role

We are seeking a friendly, professional, and organised Receptionist to provide an efficient and welcoming front-of-house service in our busy secondary school. The role includes managing a high volume of enquiries from students, parents, staff, and visitors; handling telephone and email communications; maintaining accurate records; and supporting school safeguarding and administrative procedures.

The post holder may be redeployed within the school, where required, to support the needs of the school.

The ideal candidate will have strong communication skills, excellent organisational ability, and the confidence to work calmly and effectively in a fast-paced office environment.

Full details of duties and responsibilities can be found in the job description.

Application process

To apply for the position of Receptionist, please complete the TrustEd Schools application form and email it to admin@cssschool.co.uk. Your covering letter (maximum two sides of A4) should explain how your skills and experience make you a strong fit for this Receptionist role. Please address your letter to Dr Andy Wood, Headteacher. A copy of the application form can be found on our website [Church Stretton School](#). **Please note CVs will not be accepted.**

If you would like to visit the school before applying, please contact Mrs Sian Wilmot, PA to the Headteacher by telephone 01694 722209 or by email admin@cssschool.co.uk.

The closing date for all applications is **Friday 3rd July 2026 at 9am. Applicants are encouraged to apply early as the school may start the interview process before the closing date.**

Interviews dates are to be confirmed. Shortlisted candidates will receive details of the interview process by email. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.