

Part Time Receptionist

Thursdays & Fridays, 8am-4pm (15 hrs/week), 39 weeks a year (term time plus 2 training days)
Permanent Contract
Grade E, points 4-5; Actual salary: £8,781 - £8,920 pa
Start Date: 1st September 2026

Elizabeth Woodville School is an aspirational and inclusive 11-18 comprehensive school with approximately 650 students. Our school is located in Deanshanger, on the outskirts of Milton Keynes in Buckinghamshire.

We require a part time Receptionist for 2 days a week (Thursdays & Fridays) for our front of house reception area. Working in this busy reception area, the successful applicant will have a professional and confident and friendly manner. You will be responsible for answering the telephones, dealing with staff, student and parent queries and greeting and signing in all visitors as well as supporting colleagues with general admin duties. You will have a good understanding of Word, Excel and Google Drive.

The successful candidate must:

- be well organised,
- be professional, enthusiastic 'can-do' attitude,
- have attention to detail and a high level of accuracy,
- work well under pressure,
- meet the person specification and will be required to apply for a DBS disclosure.

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our website <http://ewsacademy.org.uk>. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to E: kate.hammell@ewsacademy.org.uk T: 01604 861188.

Closing date: 14 July 2026
Interview date: Week commencing 17 August 2026