



**FAIRFIELD
HIGH SCHOOL**

Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Front Office Receptionist

Permanent Variable Contract 25-35 hours per week starting on 31.5 hours

Term time only plus 3 days

£13.05 to £13.47 per hour (Pending Pay rise)

Required as soon as possible

Due to an internal promotion, we are looking for a welcoming and positive individual with excellent communication and administration skills who enjoys working with young people and their families.

This important post requires initiative, flexibility, patience and the ability to work under pressure. You will work as part of a talented and friendly team who are all committed to their part in Fairfield's continuing success.

This is a permanent variable contract for 25–35 hours per week, initially starting at 31.5 hours per week. Working hours will be scheduled between 8:30am and 4:00pm with the working pattern open to discussion and agreement.

Please visit our website www.fairfield.hereford.sch.uk to find out more about our outstanding school and to download an application pack.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Closing date for applications **Monday 15th June 2026 Noon**

Interviews to take place **Thursday 18th June 2026**