



Beech Hill School
Mount Pleasant Avenue
Halifax
HX1 5TN
Telephone: 01422 345004

At Beech Hill, our commitment to our pupils is that we will attract, retain and develop excellent staff. The personal welfare and professional development of staff is therefore imperative. We put our team at the heart of our vision and use their talents to achieve it. We are looking for equally committed staff to join our team.

We have the following post available to start as soon as possible:

Bi-lingual Receptionist

Salary: Scale 4, points 7-11, actual salary £21, 943 to £23, 388.

Contract Term: Permanent

We are looking to appoint a Bi-lingual Receptionist to join our supportive and friendly administration team as soon as possible. At Beech Hill our parents, carers and school community are at the heart of everything we do, we require prospective candidates to support that ethos and have the ability, skills and desire to serve our whole school community to the highest of standards.

Working with the Office Manager you will be the first point of contact for various stakeholders, warmly greeting them and dealing efficiently and effectively with queries. You will carry out various administration duties, therefore excellent organisational and IT skills will be required as well as outstanding interpersonal skills.

Previous experience of working in an educational establishment would be desirable as you will be expected to deliver a high standard of work in this fast paced environment. The ability to speak Punjabi/Urdu is essential due the demographic of the school community.

The successful applicant must have:

- Excellent administrative and ICT skills (including Microsoft office packages) and the ability to multi-task
- Effective communication skills, both orally and in writing
- The ability to work with high levels of tact, confidentiality and discretion
- A friendly and patient approach towards working with children and adults

Duties will include:

- Handling face to face and telephone enquiries from parents, external agencies and members of the general public
- Overseeing access to the building for visitors, including safeguarding procedures
- Assisting teachers and senior leadership team with data on pupil records

- Using systems to collate money for dinners, school trips etc. as required
- Photocopying, post, filing and general administrative support

In return we will offer:

- A friendly, caring and inclusive school community where everyone is valued.
- Enthusiastic children who enjoy learning.
- Excellent teaching facilities which create a vibrant and imaginative learning environment.
- An experienced, supportive and successful team who love to work collaboratively.
- A wealth of opportunities to support you on your chosen career path

The benefit package includes:

- Membership of West Yorkshire Pension Fund with employer contribution of 17%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Excellent team support and resources to assist with planning and assessment
- Commitment to professional development for all staff
- Opportunities to work with other schools and groups of schools to share good practice

CLOSING DATE: noon on Friday 13th June 2025

Assessment and interviews will take place w/c 16th June 2025

For further information about Beech Hill School and for an application pack please visit our website: www.beechhillschool.co.uk

Alternatively, please ring the school office on 01422 345004 for further information (the school is closed for half term until Monday 9th June 2025).

Please note we do not accept CV's, only applications made on our application form will be considered for shortlisting

Beech Hill School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.