



The
Chalfonts
Community
College

*"Success is
an Attitude"*

**Principal
Caroline Whitehead**

"Pupils are proud that their school is inclusive. Leaders promote a culture of understanding and acceptance. Pupils from a broad range of backgrounds and cultures are equally welcome here."

Ofsted 2022



Join a highly effective and hard-working team, totally committed to an innovative, caring and aspirational learning community for all.

Reception Assistant

£ 8,624.97 per annum (FTE £26,182.67)

Additional staff benefits include; free parking and enrolment into the Local Government Pension Scheme (LGPS) including Life Assurance.

Working part-time (term time only) 15 hours per week

We are looking for a motivated individual with good interpersonal skills to join our friendly team working in our busy reception office on Mondays 08.00am – 4.00pm & Tuesdays 07.45am to 15.45pm..

As a reception assistant you will be the first point of contact for students, visitors, incoming phone calls and staff, therefore you should be well-presented, calm with a friendly professional approach.

The ideal candidate will be able to work under pressure, have excellent communication skills and a good work ethic. You must be able to work as part of a team, as well as on your own and have good administrative (Microsoft office) skills and an excellent telephone manner.

Enquires and completed application forms to: Miss Shaw, The Chalfonts Community College, Narcot Lane, Chalfont St Peter, Bucks SL9 8TP. Tel: 01753 882032 e-mail: pa@chalfonts.org

Closing date: Friday 27th February 2026

We reserve the right to close the vacancy early if sufficient suitable applications are received.

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.