
Knowles Primary School

Queensway
Bletchley
MK2 2HB

01908 373588

Receptionist
Grade D, .3-4 Actual Salary £21,327-£21,662 (£24,796-£25,185 FTE)
Permanent
Start date: 24/11/2025

About our School:

We are committed to offering all children aged 4-11 a rich and diverse educational experience. Our aims are to provide the best possible learning opportunities to enable every child to fulfil their maximum potential academically, socially and culturally. This means that the adults in the school will strive to support every individual to attain the very best in terms of educational, personal and social development. Knowles Primary School joined Tove Learning Trust in September 2020.

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:-

Please ensure your application form and covering letter includes examples of how you meet the criteria outlined in the job description and person specification.

Full application details are on our website; <https://www.knowlesprimaryschool.org.uk/vacancies>

Completed applications or further queries should be sent to recruitment@kpsmk.uk

About the Role:

We require a talented and committed Receptionist to join our vibrant and exciting school. We require a Receptionist for 5 days a week, working 8.30am-4.30pm (4.00pm Fridays).

The successful candidate will:
preferably have experience of working in an educational setting
have Reception experience, but not essential
be resilient, cheerful, patient and flexible
have an understanding of safeguarding
have to 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.

Closing date for applications: 15/10/2025