



Receptionist

Sholing Infant School



Location:	Sholing Infant School
Contract:	16.5 hours a week, term time Monday, Wednesday, Thursday 8.30-12.00 / Friday 8.30-12.00 / 1.00-3.30
Salary:	Grade 4 £25,583 (FTE) / £9807.04 (actual)
Application deadline:	5 th June 2026
Interview date:	TBC
Start Date:	1 st September 2026

Sholing Infant School is looking to appoint an enthusiastic, dedicated and caring receptionist to work alongside our friendly and supportive team to secure outstanding outcomes for children.

Why work at Sholing Infant School?

Sholing Infant School is an outstanding Infant School in the heart of Southampton

At Sholing Infant School, the children are at the heart of everything we do.

We work hard to maintain a 'family atmosphere' where every child is known and valued individually. We have high expectations of all our children in every aspect of school life. We enable them to achieve their potential through high standards of behaviour and outstanding learning experiences. We aim to develop resilient, confident and independent learners who are curious to find out about the world. During their time here, we encourage pupils to recognise that everyone has a part to play as a responsible member of the school community.

We asked our staff this question and this is what they told us:

"Sholing Infant School is such a lovely place to work with super friendly and supportive staff. Since working here, I have been given lots of opportunities for professional development and feel like I have blossomed into a great teacher. The children I teach have a fantastic attitude to learning and make me smile every day!"
(Laura – Year2 Teacher)

"Sholing is an amazing place to work because the staff are a brilliant team; they are friendly and welcoming. Every-one is supportive, and wellbeing is a priority within the school." (Jess - SENCo)

"Sholing Infants is a great place to work due to the fantastic leadership. The Senior Leadership Team are empathetic and mindful of teachers' wellbeing and workload. They have a clear vision of how to ensure that all pupils reach their full potential." (Vicki - Year 1)

Hamwic Education Trust (HET) is a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset.

Role Summary:

Sholing Infant School are seeking to appoint a Receptionist from September 2026.

The core purpose of this role is to provide a welcoming and efficient reception service for the school

KEY ACCOUNTABILITIES

- To welcome visitors to the school, ensuring that all relevant security and signing-in procedures are followed;
- To access the school office email and route communications as appropriate;
- To answer the telephone in a professional manner, routing all calls appropriately and taking accurate messages;
- To open and distribute incoming post;
- Support pupils arriving and leaving;
- To provide refreshments to visitors if required;
- To provide welfare support to the pupils of the school. This will include giving medicines;
- To undertake a variety of clerical duties to support other members of the team. This may include:
 - Photocopying and collating/distributing documents
 - Filing and record keeping
 - Taking payments for trips and events
 - Stock checks of supplies and resources
 - Data entry on school systems

We are seeking a professional individual who:

- Has experience of working in an reception role, undertaking variety of tasks
- Is a natural multi-tasker with strong organisational and administrative skills
- Has excellent written, communication and interpersonal skills
- Is detail-oriented with a 'right first time' mindset, completing work to a high standard
- Is a self-starter who is motivated to use initiative and has a good attention to detail

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- Flexible working approach, where possible
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT,

finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Katie Bower, Operations Manager by emailing recruitment@sholinginfantschool.org.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form and return to recruitment@sholinginfantschool.org.uk

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.