



Talbot Heath
Independent School for Girls aged 2-18

RECEPTION AND OFFICE ASSISTANT

At Talbot Heath, we believe that nothing is beyond reach. We are an extraordinary school where girls are empowered to be curious, compassionate, and courageous, embodying our motto: *Curious Minds, Generous Hearts, Adventurous Spirits*. From the age of two, our girls begin a transformative journey that nurtures their integrity, compassion, and ambition - values rooted in our founder's vision of *Honour before Honours*.

Our unique, girls-only environment allows young women to thrive, free from societal constraints, fostering an atmosphere where intellectual curiosity, emotional well-being, and personal growth are cultivated. With a reputation for innovative thinking and an interdisciplinary curriculum, Talbot Heath encourages girls to explore creativity and deep thinking in an exciting and different way of learning.

Talbot Heath is seeking a Reception & Office Assistant. The role plays a vital part in the efficient running of the school day, providing a calm, professional and highly organised front-of-house presence. As the first point of contact for parents, visitors, pupils and staff, you will help to create a welcoming and positive impression of the school, while ensuring all enquiries are handled promptly, accurately and with care. You will be confident managing a busy and varied workload, balancing reception duties with wider administrative responsibilities, and maintaining a consistently high standard of service at all times.

This role requires someone who is proactive, adaptable and confident working in a fast-paced environment where priorities can change quickly. You will be highly organised with excellent attention to detail, and comfortable working both independently and as part of a wider administrative team. A strong commitment to safeguarding, confidentiality and professionalism is essential, along with a genuine commitment to supporting the ethos, values and high expectations of the school. In return, the role offers the opportunity to be a key part of a supportive school community where your work directly contributes to the day-to-day experience of pupils, staff and families.

The successful candidate will be:

- **A confident and professional communicator**, able to interact warmly and effectively with pupils, parents, staff and visitors
- **Highly organised** with excellent attention to detail and the ability to manage a varied and fast-paced workload
- **Calm, resilient and adaptable**, with the ability to respond effectively to changing priorities throughout the school day

- **Committed to safeguarding**, confidentiality and maintaining the highest standards of professional integrity at all times
- **A positive team player** who contributes to a supportive school culture and embodies the ethos and values of the school

About Talbot Heath:

- A leading independent school in Dorset, offering girls aged 2–18 an outstanding education.
- Beautiful woodland campus located close to Dorset's stunning coastline.
- Selective school with excellent academic results at both GCSE and A Level.
- Renowned for its strong pastoral care system where the well-being and happiness of each student is paramount.

Position: Permanent, term time only
Hours: 40 hours per week, Monday to Friday
 8.00 am to 5.00 pm with 1 hour for lunch
 5.6 weeks statutory holiday including bank holidays.

Salary: £12.71 per hour £21,149.44 pro-rata (£26,436.80 FTE)

Start Date: 1st September 2026

Application Deadline: Tuesday 7th July 2026.

Interviews will be held week on 14th July 2026.

Further details can be found in the Job Description.

For further information contact Andrea Pittam, HR Manager at hr@talbotheath.org 01202 761881

Please note that we reserve the right to close the advert early if we find the right candidate before the stated deadline. We encourage early applications to avoid disappointment.

At Talbot Heath, every girl is encouraged to embrace her strengths, challenge herself, and become a confident and compassionate global citizen. Join us and help shape the future of our girls!

What We Offer:

- Talbot Heath School is an independent girls' school for ages 2-18, situated in beautiful woodland grounds in Bournemouth. You will benefit from working in a peaceful environment, just a short distance from the town centre, with free on-site parking.
- Complimentary lunch provided daily in our staff dining room, featuring a freshly cooked hot meal and a salad bar.
- Discounted membership to the nearby West Hants Club, offering access to excellent sports and recreational facilities.
- Complimentary use of our on-site swimming pool during the Sunday staff session.
- Complimentary access to our on-site gym facilities.

- Discount on school fees for your children, subject to the school's admission process and fee remission policy.
- Complimentary after-school childcare for staff with children in Kindergarten and above, subject to availability.
- 50% discount on Supercamps Holiday Clubs for Talbot Heath staff.
- Occupational sick pay scheme.
- Company stakeholder pension scheme.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

This position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath is a registered charity (number 283708) existing to provide high quality education for children.