

Roedean

Girls First: Empowered, Encouraged, Engaged

Required as soon as possible

Receptionist/Administrative Assistant

At Roedean, we are dedicated to providing a world-class education that inspires and empowers girls aged 11-18 to achieve their full potential. Our stunning cliff-top location overlooking the sea, combined with our rich heritage and commitment to academic excellence, makes Roedean a truly unique and inspiring place to learn and work. We are proud of our inclusive and supportive community where every student is encouraged to pursue their passions and develop the skills they need for future success.

The Receptionist / Administrative Assistant will provide an excellent reception service to the School, dealing with all visitors, telephone and email enquiries in an appropriate and friendly manner. As part of the School Office Team the Receptionist / Administrative Assistant will contribute to the smooth running of the school office and also provide administrative support to other departments as required.

The successful candidate will have written and spoken communication skills, as well as excellent IT skills and good ability to work independently and as a part of a team.

Hours: 08:00 – 17:30, Thursday and Friday, Term time only.

We welcome your interest in being part of our journey at a time of continued development

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk. Please note we do not accept CVs.

Closing date: 9am, 2 October 2025.

Due to the need to appoint quickly we reserve the right to interview and appoint at any time.