



New Mills School

Derbyshire County Council
Church Lane
New Mills
High Peak
Derbyshire
SK22 4NR

Headteacher:
Mrs H Watts

Tel: 01663 743284
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email: head@newmillsschool.co.uk
web: www.newmillsschool.co.uk

Receptionist / School Business Assistant
Grade 5 PP 4-5 - £26,016 - £26,427
Actual Salary - £22,278 - £22,629
37 hours per week, term time only
To start ASAP

Be at the heart of our school community – join New Mills School as our Receptionist

New Mills School is a small and ambitious 11–16 secondary school in the High Peak, close to the stunning Peak District National Park, yet within easy reach of Stockport, Cheshire and Manchester.

This is an exciting time to join our school. Following a **strong set of GCSE results this summer**, with particularly positive outcomes across our core subjects and a range of curriculum areas, we have begun the new academic year with confidence, ambition and a clear focus on continuing to improve. Our most recent Ofsted inspection judged New Mills School to be **Good in all areas**, recognising our ambitious curriculum, calm and positive school environment and inclusive approach.

New Mills School is a warm and welcoming place with high expectations, a strong sense of community and a genuine commitment to ensuring that every student can succeed and belong. Our values - **Think Big, Do the Right Thing and Team Spirit** - underpin everything we do, alongside our simple message to students: **Be here, learn well, belong.**

We are looking for an excellent Receptionist to join our administrative team. This is a busy, varied and highly visible role at the heart of the school, with significant daily contact with our students as well as parents, staff, visitors and members of the wider community. **Enjoying working with young people and being able to build positive, professional relationships with them is therefore an essential part of the role.**

As well as being the welcoming face of New Mills School, our receptionist plays an important part in supporting the smooth running of each school day and reinforcing our expectations for students. This includes welcoming students who arrive late to school, ensuring that they are registered and directed appropriately, checking uniform and supporting our expectations around punctuality and readiness to learn. The successful candidate will need to combine warmth and approachability with the confidence to uphold school expectations consistently and positively.

The postholder will also take responsibility for the day-to-day management of the reception area, including welcoming and managing visitors to the site, operating the main switchboard, communicating with parents and other stakeholders, managing incoming and outgoing post, and undertaking a range of administrative duties.

We are looking for someone who is friendly, professional and organised, and who genuinely enjoys working with young people. You will be confident communicating with students and adults from all walks of life,

have a strong customer-service approach and be able to use your initiative, manage competing demands and remain calm under pressure.

Above all, you will be a strong team player who understands that working in a school is about much more than completing a set of administrative tasks. Every member of staff contributes to our culture and to the experience our students have each day. We are looking for someone who will take pride in being part of that.

The working hours are Monday to Thursday, 8.00am–4.00pm, and Friday, 8.00am–3.30pm, term time only. We would be willing to consider a job share for the right candidates; please make this clear on your application form.

How to Apply

Application packs can be obtained from and returned to Pete Eckersley, Office Manager:
New Mills School, Church Lane, New Mills, High Peak, SK22 4NR
Email: jobs@newmillsschool.co.uk or via our website - [Vacancies - New Mills School - Discover The Difference](#)

Informal visits to the school are welcomed—please contact Pete Eckersley at 01663 423125 or via email (jobs@newmillsschool.co.uk) to arrange a visit or for further details.

Safeguarding & Equal Opportunities

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. When you apply for a job in our school, you are asked to provide a full employment history and the names of two referees. One of these referees must be your most recent employer and, if the employer is a school, must be the Headteacher. All shortlisted candidates are required to complete a self-declaration form for criminal convictions, and an online search will be completed in line with the DfE's keeping children safe in education advice. We will follow up on any issues raised at interview.

The successful applicant's appointment will be subject to satisfactory pre-employment checks, including references and a Disclosure and Barring Service (DBS) check.

New Mills School is dedicated to building a diverse workforce and welcomes applications from all qualified individuals, regardless of sex, race, religion, belief, sexual orientation, gender identity, pregnancy, maternity, age, disability, marriage, or civil partnership

Closing date is Friday 2 October 2026 no later than 8am

Interviews Interviews will be arranged on receipt of suitable applications