



Kingston St. Michael C.E. Primary School

«Learning together, aiming high»

Monday 24th March 2025

Dear Applicant,

Thank you for your interest in the position of School Receptionist, at Kingston St Michael C.E. Primary School. We are delighted that you are considering joining our happy and welcoming school community.

We are a small village Church of England school (135 pupils) situated on the edge of Chippenham (close to the M4), set in beautiful grounds and surroundings. The school is an integral part of the thriving village community of Kingston St. Michael. We strive to provide a joyful and supportive environment for teaching and learning.

We are really proud of our school, and this year, we had a successful Ofsted inspection, achieving good and outstanding outcomes. Last year, we also had a positive SIAMS inspection. We work closely with our parents, carers, and the local community to create a happy, supportive and high quality space for all.

The School Receptionist role is a key part of our team, and we are looking for someone organised, friendly and enthusiastic to help keep our busy school running smoothly.

We would consider appointing one full time or two part time Receptionists. Please do express your preference for either a full or part time, on the application form. Please also find attached the Job Description and Person Specification for your reference.

If you would like to arrange a visit to get a feel for our school, or if you have any questions, please do not hesitate to contact us, either via email head@ksm.Wilts.Sch.UK or via telephone (01249) 750454.

We look forward to hearing from you.

With kind regards,

Mrs. Victoria O'Brien
Headteacher