

We want to hear from high calibre and passionate people who have something special to bring to our unique school.

All current vacancies are advertised here as well as on the Cognita website. You will also be able to see vacancies within all our other schools and find out more about working for a Cognita school. An application form is available below to download. Please read the important guidance notes prior to completion.

Cognita schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Due to expansion and continued investment in the school, we are currently looking for a high calibre individual to fill the following vacancy as soon as possible:

Part-Time Receptionist

Term time plus 10 days

37.5 hours per week

Monday to Friday – 8am to 4pm

Actual Salary: £18,100

Start date: As soon as possible, subject to checks

This is a wonderful opportunity to work in a small independent school, teaching and encouraging pupils to develop both inside and outside the classroom.

For further information, please download the role profile and application documents below. Along with your Application Form, please attach a cover letter giving further details of experience which may be relevant to the post.

Completed application forms should be sent to Mrs S Leyshon at the school address or via apply@oxfordhouseschool.net; to reach us by the closing date of 4pm on Friday 22nd March 2024. CVs will not be accepted. Applications sent by email will need to be signed at the interview stage.

Closing date: Friday 22nd March 4pm 2024

Interviews: Wednesday 3rd April 2024