

THE BEMROSE SCHOOL

Uttoxeter New Road

Derby DE22 3HU

Tel: 01332 366711

E-mail: admin@bemrose.derby.sch.uk

www.bemrose.derby.sch.uk

Executive Headteacher: Mr Neil Wilkinson

3—19 mixed comprehensive

NOR 1450 approx.



Reception and Administration Assistant

Bemrose Scale 3 (SCP 7 to 9) £22,382 - £23,338 actual salary

37 hours per week, 39 weeks per year.

(8.00am – 4.00pm Monday to Thursday, 8.00am - 3.30pm Friday)

Required to start ASAP.

We are looking to appoint a resourceful, organised and energetic person to work within our administrative team, responsible for being the first point of contact for visitors to our growing school.

This post is an exciting opportunity for a successful candidate to join an established, growing team of professionals who are committed to making a real difference to the education of our students at The Bemrose School.

The school is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post will require an enhanced DBS and references will be requested.

Please complete The Bemrose School application form along with a letter of no more than 2 sides of A4 stating your suitability and reasons for applying for this post.

For an application pack, please visit the school website: [Vacancies - Bemrose](#)

Closing date: Monday 3rd November 2025 at 9am.