



  
**THE SUNDAY TIMES**  

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**SCHOOLS GUIDE**  
**2025**  

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**INDEPENDENT SECONDARY**  
**SCHOOL OF THE YEAR**  
**NORTH EAST**



**Part time Receptionist**  
22 hours (possibility of overtime)  
Term time + 7 days



## Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents are shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve excellent GCSE and A Level results in County Durham.

In December, we were proud to be named The Sunday Times Independent Secondary School of the Year 2025 – a reflection of the outstanding education and care we offer and in December this year, we were named the top performing Independent School in County Durham.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education boys were welcomed back into our Pre-Prep and prep Department in September 2025 and will join Year 7 to Sixth Form in September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.



Mrs Michelle Hill  
Headmistress



# About Durham High School

## Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.



## Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.



## Benefits of working at Durham High School

### The successful applicant will benefit from:

- Being part of a fantastically vibrant and supportive community with the most amazing and enthusiastic pupils.
- Super facilities and small class sizes
- Royal London defined contribution pension scheme.
- Staff Laptop
- Lunch provided each day during term time
- Up to 50% staff fee remission scheme for staff children from Reception to Sixth Form.
- Employee assistance programme (Education Support).
- Blue Light reward card.
- Access to in school counsellor
- Free onsite parking.





## The Position

We have an exciting opportunity for a suitably qualified and enthusiastic, part time Receptionist at Durham High School.

This is an essential front-facing role at the heart of the school, acting as the first point of contact for parents, pupils, staff and visitors. You will play a vital part in ensuring clear, effective communication between home and school, and in creating a warm, welcoming and efficient reception environment.

**Key responsibilities** will include welcoming visitors, handling telephone and email enquiries, supporting communication with parents, managing day-to-day reception administration, and providing general clerical support to the wider school office.

**Hours:** 8.00 - 6.00pm Monday , 3pm - 6 pm Tuesday, Wednesday and Thursday and 2 - 6pm on Friday term time only.

**Start date:** March 16 2026

### Essential Qualifications and Experience

- GCSEs (or equivalent) in English and Mathematics
- Previous experience in a reception, customer service, or administrative role
- Experience of working in a school or educational setting (desirable but not essential)

### Skills and Abilities

- Excellent verbal and written communication skills
- Confident and professional telephone manner
- Strong interpersonal skills with the ability to build positive relationships with pupils, parents, staff and visitors
- Well organised, with the ability to manage a busy front desk and prioritise tasks effectively
- Accurate and efficient in administrative work, with good attention to detail
- Competent IT skills, including use of email, word processing and school management systems
- Ability to remain calm, courteous and professional under pressure

### Personal Qualities

- Friendly, welcoming and approachable manner
- Reliable, punctual and flexible in approach to work
- Discreet and trustworthy, with a strong understanding of confidentiality and data protection
- Proactive and willing to use initiative
- Committed to safeguarding and promoting the welfare of children and young people.



## How to Apply

**Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.**

Your application should be addressed for the attention of the Headmistress and sent by email to: [headmistress@durhamhighschool.com](mailto:headmistress@durhamhighschool.com)

### **Closing date for applications:**

**Monday 9 February, 9.00am**

**Interviews will be held on Thursday 12 February.**

### **Salary**

The role will be paid on DHS Support Staff Scale Point 22 (FTE £24,824.85), which equates to £11870.73 per annum. This includes 3 INSET Days and 4 Summer Holiday Days.

### **Safeguarding and Safer recruitment**

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education' document (September 2025)

### **Equal Opportunities**

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.





Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

## Contact Information

Phone 0191 384 3226  
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Social Media @durhamhighsch

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