



Receptionist/Admin Assistant

Required: September 2026

Indicative hours - 8:00am - 4.30pm term-time plus additional weeks (to be discussed at interview), plus two INSET days.

Salary : H4 6-9 Depending on experience

Dear Applicant

Thank you for your interest in this vacancy. The Nobel School is a very exciting and vibrant Ofsted rated "Good" secondary school with 1475 on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form.

We are committed to delivering an education that provides students with the relevant skills and experiences to prepare them for further education and the world of work, but also to develop their character to become fully fledged members of society.

The successful applicant will provide professional, confidential, administrative and receptionist support for the school. The Nobel School prides itself on its excellent working relationships and caring environment. You will need to be friendly, approachable, flexible, a good team player and hardworking, with a good sense of humour.

Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

Please make your application through My new term <https://mynewterm.com/jobs/117530/EDV-2026-NS-54346>. When writing your personal statement, you should address your vision and values relating to the post and why you want to join the Nobel community. To arrange an informal visit please contact Suzanne Crow at the email below. All applications should be made through the relevant recruitment website or may be sent electronically to HR@nobel.herts.sch.uk. The closing date for applications is 9.00am Monday 29 June 2026. **Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

Yours sincerely

**Rav Phagura
Headteacher**