

## Receptionist

**Contract type:** Permanent

**Start date:** End of August 2026

**Hours:** 40h

### About CFBL

Located in the heart of London in a listed Victorian building, the Collège Français Bilingue de Londres (CFBL) welcomes around 700 pupils from Nursery to Year 10 in a warm, multicultural and nurturing environment.

Rated Outstanding by Ofsted, CFBL delivers a bilingual education based on an enhanced version of the French National Curriculum. The school promotes academic excellence, cultural openness and personal development, preparing students for a wide range of academic pathways, including the French Baccalauréat, IB and A-Levels.

Our diverse and international teaching staff value innovation, creativity and collaboration. If you are passionate about education, enthusiastic and open-minded, we would be delighted to hear from you.

### The Role

We are seeking a professional, organised and welcoming Receptionist to join our Administration team. The postholder will play a key role in ensuring the smooth day-to-day running of the school by delivering a high-quality front-of-house service, supporting communication flows, and maintaining safeguarding and security procedures.

### Key Responsibilities

#### Reception & Visitor Management

- Welcome pupils, families, visitors and contractors in a professional and friendly manner
- Manage the front desk and visitor sign-in systems in line with safeguarding procedures
- Maintain a well-presented and organised reception area

#### Communication & Information Flow

- Answer and manage incoming calls and emails, ensuring timely and accurate responses
- Act as a key point of contact for parents and carers
- Handle pupil absence notifications and daily changes, updating systems accordingly

### **Pupil Movements & Safeguarding**

- Monitor and record pupil arrivals and departures
- Ensure all safeguarding and security procedures are consistently applied
- Escalate any concerns promptly to the appropriate staff

### **Deliveries & Facilities Support**

- Receive, check and distribute deliveries and post
- Coordinate with internal teams regarding deliveries and logistics

### **Administrative Support**

- Provide general administrative support to the school
- Produce enrolment certificates when required
- Support school events and activities

### **Emergency & Safety Procedures**

- Act as a key point of contact during emergency procedures (fire drills, lockdowns, etc.)
- Support health and safety processes and direct concerns appropriately

## **Person Specification**

### **Qualifications & Experience**

- Previous experience in a receptionist, administrative or customer-facing role
- Experience in a school or busy environment (desirable)
- Experience in a bilingual or international environment (desirable)

### **Skills & Attributes**

- Excellent interpersonal and customer service skills
- Strong communication skills in French and good working proficiency in English
- Ability to multitask and remain calm under pressure
- Strong organisational and IT skills
- Professionalism, discretion and attention to detail
- Commitment to safeguarding and confidentiality

## **Salary & Benefits**

In addition to a competitive salary (£27,000–£33,000, depending on experience and profile), CFBL offers:

- Access to an annual professional development and training programme
- A flexible benefits allowance of up to £2,000 per year
- Discounted school fees for children enrolled at CFBL

- Free balanced meals, freshly prepared on site
- Access to internal courses (languages, yoga, etc.)
- Perkbox benefits programme
- Private health insurance
- Life insurance
- 10 weeks of annual leave

## **Safeguarding & Child Protection**

CFBL is fully committed to safeguarding and promoting the welfare of children and young people. All staff share this commitment.

The successful applicant will be subject to:

- An Enhanced DBS check
- A declaration of non-disqualification
- Verification of two recent professional references

CFBL is an equal opportunities employer and is committed to fostering a diverse and inclusive working environment.

## **Right to Work in the UK**

Please note that applicants must have the right to work in the UK. Unfortunately, CFBL is unable to sponsor visas for this role.

## **How to Apply**

Please send your completed application to: [✉ recruitment@cfbl.org.uk](mailto:recruitment@cfbl.org.uk) by May 15, 2026