

JOB DESCRIPTION

POSITION: Receptionist/Administrator

SCALE: Scale 4, point 7

SALARY: £26,458 per annum

HOURS & PAY: 35 Hours per week, term time only plus 8 days in summer holidays to support exam results days.

Mon – Thur from 8:20am - 4pm and Fri from 8:20am to 3:10pm

START DATE: As soon as possible

PURPOSE OF ROLE:

To provide a full reception/administration service for the school reception under the direction of the School Business Manager. This to include:

MAIN ACTIVITIES:

- To work under the direction of the School Business Manager in all administration tasks that are required.
- To be responsible for reception duties, manning the telephone system, dealing with telephone calls and messages. Greeting visitors, taking deliveries and controlling entry to the school.
- To provide a professional, courteous and friendly 'meet and greet' service to the school's stakeholders, including pupils, parents, teachers, sponsors, parents and other visitors.
- To deal with the distribution of incoming post and dispatch of outgoing mail.
- To be responsible for the administration of the attendance registers and make any consequential enquiries including first day calls.
- To assist with student enquiries in reception.
- To provide administrative support for school functions and events eg. Parents evening, open evenings.
- Student data collection sheets
- Updating and maintaining student records on SIMS.
- Medical first aider
- Photocopying (as and when required)
- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
- Undertake personal professional development activities, as agreed

Selection criteria

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • GCSE English and Maths - Grade 5 or equivalent • Outstanding record of attendance and punctuality 	<ul style="list-style-type: none"> • Previous experience of working with young people in an educational environment is preferred

Personal qualities, skills & characteristics	<ul style="list-style-type: none"> • Excellent interpersonal skills • Effective use of ICT • Good communication skills (written and oral) 	
Knowledge / special aptitudes	<ul style="list-style-type: none"> • Knowledge and understanding of diversity and equality requirements • An ability to work as part of a team • An ability to work in a fast-paced environment and to be flexible to meet the needs of the school • High levels of integrity, trust and work-ethic • Self-confidence and calm approach when dealing with challenging and difficult circumstances • An ability to be reflective and self-critical • An understanding of how important a pleasant and positive working environment is to our young people • An ability to understand and follow instructions from your Line Manager • The ability to prioritise and use own initiative when appropriate. • An attention to detail and ability to complete written reports when required • A willingness to undergo training and development on a regular basis 	

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the candidate.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation

- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

All staff will be expected to participate in the school's performance management scheme.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS check and digital screening. Appointments are also subject to satisfactory reference/medical clearance.

The post is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.