



School Receptionist

Job Description & Person Specification

Job Description

School Receptionist

The Nene Education Trust (NET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Core purpose

The school receptionist is responsible for providing a professional, personable service to external and internal personnel and so will be an ambassador for the school and embody the values, visions and ethos of the school in all interactions. It is to support and manage the efficient and effective systems pertinent to student academic and pastoral welfare. They will also provide high quality administrative support as required.

Main duties

- Provide a high quality, professional service on the school reception, and within the school administration team.
- Complete reception duties efficiently and to provide a professional and positive welcome to all visitors, students and staff.
- Issue visitor lanyards and ensure all persons signed in/out, in accordance with safeguarding protocols.
- Take receipt of and accurately record deliveries, ensuring deliveries and returns are stored safely and securely and are signed for by the relevant recipient.
- Deal with enquiries, by email, telephone and in person, and to ensure accurate information is passed to the relevant parties in a speedy manner, maintaining confidentiality at all times.
- Maintain a neat and tidy reception area, ensuring school publications and other relevant information readily available for visitors.
- Arrange hospitality for visitors and staff.
- Be responsible for incoming and out-going post and monitor general office email account.
- Maintain email distribution lists and send emails to various 'groups' in line with policy and procedure.
- Undertake the consumables stock take/audit and re-order resources including stationery as required in line with school policy and procedure.
- Provide typing, email and clerical support to colleagues as required, to include printing and distribution of student reports.
- Undertake photocopying as required and to collate and distribute documents as necessary.
- Perform such other duties as may be requested from time to time, commensurate with the role.
- Comply with and support the implementation of all school and Nene Education Trust policies.
- Adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.

Security

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Written communication

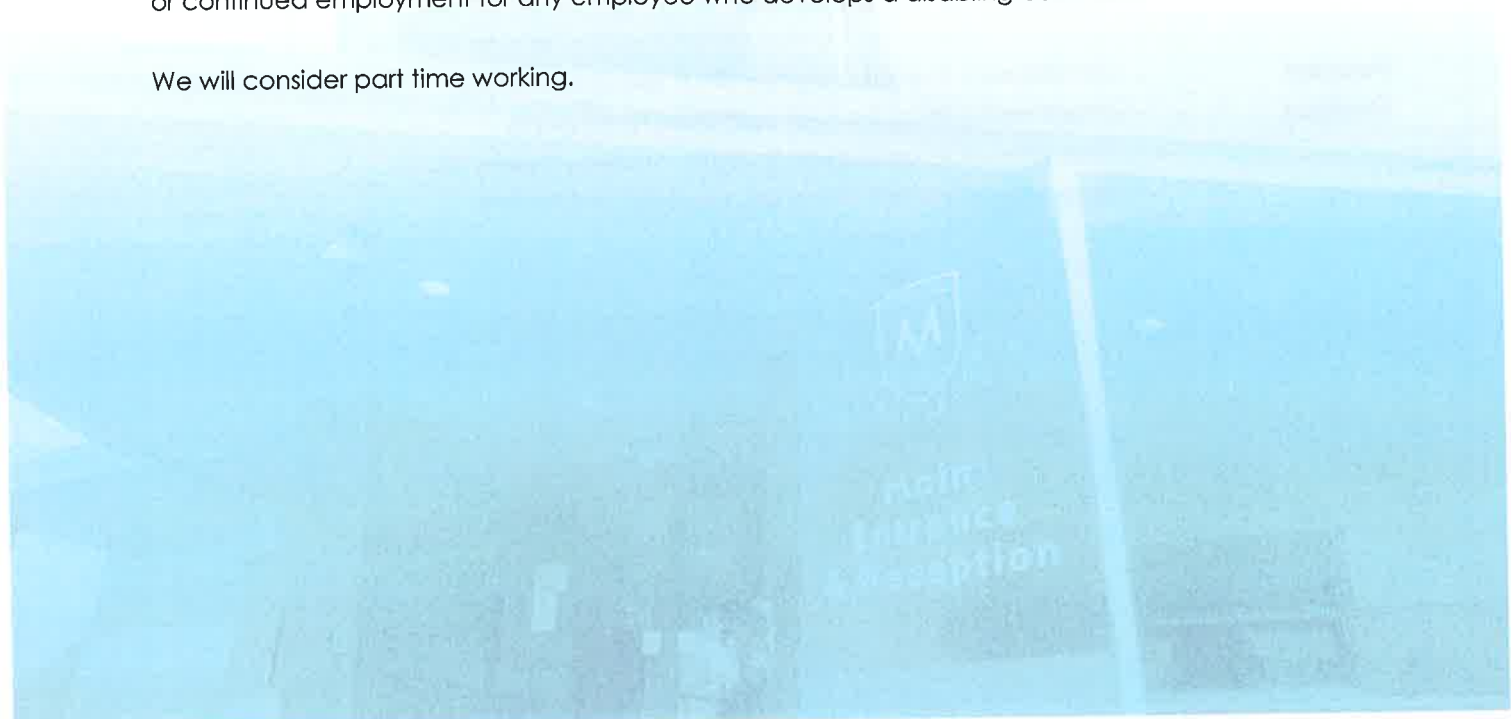
- Write and send email responses that are professional and uphold the school's vision and values.
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc.) to parents/carers, staff and other stakeholders.
- Assist with marketing and promoting the school.

Other areas of responsibility

- Read and follow the relevant school policies.
- Undertake training required to develop in the role.
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy.
- Contribute to the safety of children and young people and protect them from harm.
- Work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

We will consider part time working.



Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> > GCSE grade C in English and mathematics (or equivalent) > First aid training (or willingness to complete it) 	
Relevant Knowledge & Experience	<ul style="list-style-type: none"> > Carrying out administrative tasks > Working in a receptionist capacity > Dealing with face-to-face and telephone interactions > Working with children or young people > Working and collaborating within a team 	<ul style="list-style-type: none"> > Experience of working in a school setting > Knowledge and understanding of attendance processes in schools
Skills and Abilities	<ul style="list-style-type: none"> > Good oral and written communications skills > Ability to respond quickly and effectively to issues that arise > Ability to plan, organise and prioritise to meet deadlines > Ability to use own initiative and take action accordingly > Excellent attention to detail > Ability to use IT packages including word processing, spreadsheets and presentation software > Ability to use relevant office equipment effectively > Ability to build effective working relationships with colleagues > Understanding of data protection and confidentiality > Understanding of safeguarding 	
Personal Qualities	<ul style="list-style-type: none"> > Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils > Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school > Ability to work under pressure and prioritise effectively > Commitment to maintaining confidentiality at all times > Commitment to safeguarding and equality > Embraces change well > Deals with difficult situations effectively 	

How to apply

- Please complete the support staff application form in full in black ink or type.
- CVs are not accepted and should not be submitted as part of the application.

Please return completed applications to HR@neneeducationtrust.org.uk FAO Glenn Martin and Lee Towers, Co-Principals, or post to:

Mountbatten Way
Raunds
Northamptonshire
NN9 6PA

The closing date for this post is 9am on Thursday 4 November. Interviews will take place on Monday 8 November.

Nene Education Trust and Manor School are equal opportunities employers and are committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share this commitment.





www.manor.school

01933 623921

@Manor_School



Proud to be part of the
Nene Education Trust



School Receptionist

Starting Scale D

Salary FTE £18,562.00 / Actual £11813.59

27.5 hours per week 07:45am – 12.45pm / 39 weeks per year

Manor School is a popular, dynamic and fully comprehensive secondary school, which values all members of its community. Rated a 'good' school, we create a stimulating learning environment with high expectations; students are encouraged to be aspirational, to achieve their potential and become lifelong learners.

We are looking to appoint a School Receptionist to our current team. We encourage those with experience of reception or administrative duties to apply. The successful applicant must have a positive and flexible approach and also be able to work individually and as part of a diverse team.

For full details of the role please see the accompanying job description and person specification. If you would like to visit us or speak to a member of the team please contact us on 01933 627081.

Further details and an application form are available on our school website: <https://neneeducationtrust.org.uk/index.php/job-search>. Please return completed applications to joinourteam@neneeducationtrust.org.uk, FAO Glenn Martin and Lee Towers, Co-Principals or post to:

Mountbatten Way
Raunds
Northamptonshire
NN9 6PA

Closing date: 9.00am on Friday 05 November 2021

Interviews: Monday 08 November 2021

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