

Job Description: Receptionist

Responsible to:	Office Manager
Job Type:	Permanent
Grade:	4
Hours per week:	22.5
Working weeks:	39
Location	¹ Larkmead School

JOB PURPOSE

The day to day running of the school reception desk. Undertaking general administration tasks within the Larkmead Administrative Offices in support of the school's core functions of teaching and learning.

OBJECTIVES

- To contribute to the overall ethos and aims of the school – “One Community; individual minds; creating futures”.
- Assist the Office Manager in the delivery of efficient administrative support to the school community and visitors in a polite and calm manner.

MAJOR AREAS OF RESPONSIBILITY

- Liaising with visitors, students, parents and staff in a calm, efficient and confidential manner
- To provide routine administrative and visitor reception
- Routine housekeeping of the Reception environment
- Awareness of, and compliance to, Trust and school policies and procedures

KEY TASKS

- With appropriate training, operate office equipment, phone system, photocopiers, visitor badging etc
- Deal with telephone callers and visitors to the school.
- Oversee allocation of tasks to community students as advised by Administrative Support Manager
- Be prepared to contribute towards the electronic recording of administrative processes and procedures.
- Contribute towards continual improvement to existing administrative procedures.
- Attend regular meetings with other administrative staff to share information/ideas.

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- Contribute towards the orderly and secure processing and storage of parcels, mail, and supplies received by the office.
- Keep abreast of all events in the school events calendar.
- General administration tasks as required to support the school.
- Meet with line manager to undertake annual performance management.

GENERAL RESPONSIBILITIES

All staff employed by Larkmead School are expected to work within the following policies and procedures:

Safeguarding:

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

Health and Safety:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Security and data protection:

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none">• Educated to at least GCSE level or equivalent	E
<ul style="list-style-type: none">• Evidence of further personal and professional development	D
<ul style="list-style-type: none">• Working as part of a team	D
<ul style="list-style-type: none">• Experience of working in a school environment	D

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<ul style="list-style-type: none"> • Dealing diplomatically, tactfully and sensitively with people in difficult situations 	E
<ul style="list-style-type: none"> • Ability to relate well to children and adults 	E
<ul style="list-style-type: none"> • Good understanding and ability to use relevant technologies within school setting e.g. Phone system 	D
<ul style="list-style-type: none"> • Effective interpersonal skills • Sound organising skills • Willingness to utilise the possibilities of ICT in the development of the post 	E E E
<ul style="list-style-type: none"> • Able to work under pressure and to deadlines • Flexibility and patience • Commitment, enthusiasm and energy • Complete and maintain First Aid qualification • Willingness to be involved in the wider life of the school community 	E E E D D
<ul style="list-style-type: none"> • A sense of humour 	E

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