

University Academy Holbeach

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN



Receptionist

37.5 hours per week, 40 weeks per year
08:45am-4:45pm

Salary: £22,768.28 to £23,863.41 (actual)

Start date: As soon as possible

About the Role

Thank you for your interest in the position of Receptionist at UAH.

We are seeking to appoint an enthusiastic Receptionist to join our Administration Team. We are looking for an individual who understands the demands of a busy school office and can confidently manage reception duties whilst providing a professional and welcoming service to pupils, parents, staff and visitors.

Interested candidates will be able to:

- Answer telephone calls, respond to emails and deal with general enquiries.
- Manage incoming and outgoing post and deliveries.
- Update and maintain accurate pupil school records.
- Welcome visitors, parents, carers, visitors and staff to the school, ensuring visitors follow safeguarding procedures.
- Support attendance administration and other office-based tasks.
- Complete general administration including filing, scanning, photocopying and data entry.
- Handle confidential information professionally and appropriately.
- Ensure the Reception area remains organised and runs efficiently throughout the day.

Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.

University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with "Keeping Children Safe in Education".

All posts are subject to an enhanced DBS check and Child Protection screening.



How to Apply

If you wish to know more about this exciting opportunity, need further information or would like to arrange an informal discussion please contact Monique Blake using monique.blake@uolat.co.uk who will arrange this.

Ambition | Inclusion | Integrity

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Receptionist Job Description

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Job Title: Receptionist

Salary: G3.6 (£22,768.28) to G3.9 (£23,863.41) (actual)

Start Date: As soon as possible

Reports to: PA to Principal

37.5 hours per week, 40 weeks per year

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Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Our Reception team provide a friendly, professional and efficient front-of-house service, acting as the first point of contact for pupils, parents, carers, staff and visitors.

Specific areas of responsibility and key tasks

Summary of Responsibilities & Key Duties

- Welcoming pupils, parents, visitors and staff to the school.
- Managing the school's main reception and ensuring visitors follow safeguarding procedures.
- Answering telephone calls and responding to emails and general enquiries.
- Managing incoming and outgoing post, deliveries and correspondence.
- Updating and maintaining accurate pupil and school records.
- Supporting attendance administration and other office-based tasks.
- Completing general administration including filing, scanning, photocopying and data entry.
- Providing administrative support to the wider school office and Senior Leadership Team.
- Handling confidential information professionally and appropriately.
- Helping to ensure the school office remains organised and efficient throughout the day.
- Greet and sign-in visitors, ensuring safeguarding and visitor procedures are followed at all times.
- Deal with enquiries from the public, parents and carers, providing accurate information and directing enquiries to appropriate members of staff.

	• Maintain accurate records and undertake a range of administrative tasks to support the effective running of the school. • Recording and communicating pupil absence information, where required. • Maintain confidentiality and handle sensitive information appropriately and in accordance with school policies and GDPR requirements. • Support the safeguarding and welfare of pupils by following school policies, procedures and reporting concerns appropriately. • Maintain a tidy, organised and welcoming reception area. • Contribute positively to the wider life of the school and promote the schools values and expectations at all times.
Requirements for all colleagues	• Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description. • To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer. • To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct. • To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability. • To attend staff briefings, meetings and training sessions as required.

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Receptionist

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Receptionist Person Specification

a) Training, qualifications, skills and experience	Essential	Desirable
GCSE in Maths and English A*-C (or equivalent)	Y	
Experience working in a school environment		Y
Good command of formal English	Y	
Strong IT skills, including confidence using MS Office and email	Y	
Able to remain calm and efficient in a busy school environment	Y	
Strong organisation and communication skills	Y	
Ability to prioritise and manage workload effectively		
Be well organised, honest, reliable and flexible in your approach	Y	
b) Personal Attributes	Essential	Desirable
Excellent communication skills, both written and oral	Y	
Self-motivated, enthusiastic, optimistic and energetic	Y	
Strong interpersonal skills with the ability to establish positive relationships and support colleagues, including trainees and ECTs.	Y	
An appreciation of the school environment and learning needs of pupils	Y	
A proactive, flexible, and team-oriented approach.	Y	
Resilient / Emotional resilience	Y	
Flexible and positive approach to new challenges and opportunities	Y	
Ability and willingness to follow instructions	Y	
Professional approach and dress	Y	
A willingness to undertake all training as required	Y	
High attention to detail	Y	
Excellent attendance, punctuality and organisation	Y	

Ability to self-evaluate and reflect	Y	
Attention to detail and high standards of work	Y	
Ability to be respectful and promote equality of opportunity, inclusion and diversity at all times	Y	
d) Safeguarding	Essential	Desirable
A strong commitment to the welfare and safeguarding of children and young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.



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