



## **Clerical Assistant / Receptionist**

**25hrs per week Monday to Friday 8am to 1pm / 39 weeks per year**

**Grade 3 £24796 - £25185(Actual Salary for Hours £14455.93 – £15014.90)**

The Governors are looking to recruit a Clerical Assistant / Receptionist to start September 2026. The Clerical Assistant/Receptionist provides essential administrative and front-of-house support to ensure the smooth day-to-day running of Weaverham High school. The role involves handling general office tasks such as data entry, communication with parents and staff, maintaining pupil records using SIMS, and supporting data processes like reports and parents' evening systems. As the first point of contact, the postholder delivers a professional reception service, manages enquiries, and upholds safeguarding procedures. They also provide first aid when required, maintain accurate records, and support colleagues as needed, while ensuring confidentiality and promoting a positive image of the school at all times.

### How to apply

Please complete the school application found on mynewterm <https://mynewterm.com/school/Weaverham-High-School/149614> as fully as possible and explain any gaps in your employment history. We place the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check. Please note it is the practice of the governing body to take up references of all longlisted candidates. If this presents a problem please make this clear in your application.

For further information email [jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com)

**Closing date 9am Monday 22<sup>nd</sup> June 2026**

**Applications may close before the deadline, so please apply early to avoid disappointment**

<b>JOB TITLE</b>	Receptionist / Attendance Assistant (Secondary School)	<b>JOB REF NO</b>	<b>AAAE5348</b>
------------------	---	-------------------	-----------------

## 1 BASIC JOB PURPOSE

To maintain accurate records of attendance and follow up any unauthorised absences. To prioritise and oversee the work of the main office and reception service for the School. To provide a reception, word and data processing and reprographic service to support the smooth running of the administration of the school. To undertake reception and administrative duties which ensure the efficient operation of the school and the security of the school and visitors.

## 2 MAIN RESPONSIBILITIES

NO		
1	Maintain accurate records of attendance	
2	Provide regular statistical data and reports to Form Tutors, Heads of Year and Education Welfare Service	
3	Follow up unauthorised absences by phone calls to parents	
4	Liaison with Education Welfare Service, Year Heads and Form Tutors	
5	Word processing and dispatch of letters to parents re: unauthorised absence, late arrival and detentions	
6	Word processing and data processing for data for school bulletin and governors	
7	Provision of a high quality reception service for the School to include: <ul style="list-style-type: none"> <li>- Act as first point of contact for visitors to the School and those making telephone contact</li> <li>- Ensure that all telephone messages are recorded and passed on to appropriate colleagues</li> <li>- Ensure that all visitors sign in/out and are issued with the appropriate passes</li> </ul>	
8	Small amount of photocopying on demand by staff	

<b>9</b>	Access pupil records/timetables from the SIMS pupil database in response to queries	
<b>10</b>	Detailed knowledge of the school's Pupil Progress System – mainly the Attendance, Pupil Enquiries, SMART Starts, Teacher t/t	
<b>11</b>	Ensure staffroom noticeboards are kept up-to-date and monitor stationery/pro-forma supplies in the staffroom	
<b>12</b>	Provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced	
<b>13</b>	Acting as initial point of contact for visitors to the school and dealing with complaints and enquiries from parents and members of the public	
<b>14</b>	Liaise with school staff regarding issues such as first-aid, pupil disciplinary issues	
<b>15</b>	Contact parents regarding any absent pupils	
<b>16</b>	Ensuring welfare of pupils, listening to problems and offering advice, supervising sick pupils in the reception area	
<b>17</b>	Signing pupils in and out of the building issuing detentions, passes and lost property where appropriate	
<b>18</b>	Distribution of incoming mail	
<b>19</b>	Securing of and issuing prescribed medication to pupils	
<b>20</b>	Issuing and collecting in various school forms and collecting money from students	
<b>21</b>	Registers and books for fire drill	
<b>22</b>	Updating and accessing SEN records and pupil personal data such as telephone numbers and addresses	
<b>23</b>	Checking and signing for deliveries to the school Issuing and collecting in various school forms and collecting money from students	
<b>24</b>	Sending out letters to parents	
<b>25</b>	Support with the onboarding of new students by entering and updating information within school databases, maintaining accurate and current records.	
<b>26</b>	Support the organisation and smooth running of school events, liaising with staff, students, and external stakeholders as required.	
<b>27</b>	Undertake other administrative tasks	

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Council Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Council of Cheshire.

## **Supplementary Job Information**

**Job Title: Clerical Assistant / Receptionist at Weaverham High School**

**Grade: 3**

**Reporting to: Office Manager**

### Job Purpose

To provide a high-quality administrative service to the school and offer effective support to the reception function, ensuring smooth day-to-day operations and a positive experience for pupils, parents, staff, and visitors.

### Key Responsibilities

#### 1. Administration and Data

Undertake general administrative duties to support the efficient running of the school:

Prepare and send letters, texts, and emails to parents, staff, and external stakeholders

Carry out word processing and data entry tasks with accuracy

Use SIMS to check, update, and maintain pupil information

Scan and securely store documents

Support administration relating to new Year 6 pupil intake

#### 2. Data Support

Provide support to the Data Manager by:

Assisting in the production of progress reports and annual reports as required

Setting up and managing online appointment systems for Parents' Evening

Supporting with queries relating to Insight (parent communication system)

#### 3. Reception Cover

Deliver a professional, welcoming, and efficient reception service:

Act as the first point of contact for visitors, parents, and telephone enquiries

Sign pupils in and out of the building in line with safeguarding procedures

Ensure all telephone messages are accurately recorded and passed to the relevant staff

Maintain visitor logs, ensuring all visitors sign in/out and receive appropriate identification badges

Handle enquiries and complaints from parents and members of the public in a courteous manner

#### 4. Communication and Customer Service

Provide a high-quality telephone and front-of-house service (internal and external)

Ensure all callers and visitors are dealt with promptly, professionally, and efficiently

Maintain and enhance the positive image of the school at all times

#### 5. Welfare and First Aid

Provide first aid support to students and staff where required

Maintain accurate records of first aid incidents in line with school procedures

#### 6. General Support Duties

Assist colleagues with administrative tasks during busy periods

Ensure confidentiality is maintained at all times

Support the smooth running of the school office and reception area

## Person Specification

**Job Title: Clerical Assistant / Receptionist**

**Grade: 3**

**Reporting to: Office Manager**

<b>CRITERIA</b>	<b>DESIRABLE</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
Qualifications		<ul style="list-style-type: none"><li>• GCSE English and Maths C</li></ul>	Application Interview
Experience	<ul style="list-style-type: none"><li>• Previous experience working in a school.</li><li>• Experience of working with the following software: SIMS, ClassCharts, SchoolComms, Insight Portal</li><li>• Safeguarding knowledge</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the demands of office and reception work</li></ul>	Interview
Job Related Knowledge	<ul style="list-style-type: none"><li>• 1<sup>st</sup> Aider (but training will be given)</li></ul>	<ul style="list-style-type: none"><li>• Willingness to undertake 1<sup>st</sup> Aid at Work course</li></ul>	Application Interview
Skills and Aptitudes	<ul style="list-style-type: none"><li>• Good record keeping</li><li>• Good organisational skills</li><li>• Outstanding Customer Service Skills</li><li>• Ability to use initiative</li></ul>	<ul style="list-style-type: none"><li>• Service-orientated</li><li>• Calm disposition</li><li>• Good interpersonal skills</li><li>• Good telephone manner</li><li>• Literate with good written communication skills</li><li>• Good communication skills with a broad range of individuals and ages.</li><li>• Resilient and has the ability to multitask and to thrive in a busy office environment</li><li>• Computer literate and ability to learn different software packages quickly</li><li>• Accuracy</li><li>• Confidentiality – understanding of GDPR</li></ul>	Application Interview
Other Requirements		<ul style="list-style-type: none"><li>• Positive personality and a sense of humour</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English</li></ul>	Interview Interview