

## JOB DESCRIPTION

<b>Job Title</b>	Receptionist	<b>Department</b>	Administration
<b>Reports To:</b>	Executive Assistant	<b>Grade</b>	4
<b>Responsible For:</b>	Cover Supervisors	<b>Job Type:</b>	Support Staff
<b>Hours</b>	37	<b>Weeks per year</b>	38 weeks
<b>Location</b>	Faringdon Community College		

### MAIN PURPOSE AND SCOPE OF THE JOB

Under the direction/instruction of the line manager and senior leadership team provide routine reception, general clerical and administrative support to the school.

### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Routine housekeeping of the Reception environment
- Monitor main school email account, answering routine emails and referring emails to staff members where appropriate.
- Liaising with visitors, students, parents and staff in a calm, efficient and confidential manner

### Administration

- Liaising with Oxfordshire County and communicating to students and staff, changes to routes, late buses etc
- Maintain records of staff vehicles registrations
- Support Executive Assistant to send communications to parents and staff as requested.
- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute incoming post. Ensure accurate franking and timely despatch of school post including courier post
- Manage meeting room bookings
- Act as fire marshall for the Reception area, ensuring all visitors are accounted for
- Produce ID badges for all Trust schools staff and school 6th formers as directed.

- Undertake ad hoc administrative tasks

## Resources

- Operate office equipment e.g. photocopier, computer, ID badge printer, franking machine
- Arrange orderly and secure storage of supplies

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

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.*

## PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
<b>Experience</b>	
Experience working in a school environment	D
General clerical/administrative work	E
<b>Qualifications &amp; Training</b>	
NVQ 1 or equivalent qualification or experience in relevant discipline	E

Good numeracy/literacy skills	E
<b>Knowledge &amp; Skills</b>	
Good understanding and ability to use relevant technology, e.g. photocopier	E
Keyboard/computer skills	E
Participate in development and training opportunities	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E