

JOB DESCRIPTION

Job Title:	Receptionist
Hours:	37 hours per week, Term time only
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Office Manager
Liaison with:	Head Teacher, Senior Leadership Team, Teaching and support staff, School Improvement Team, Parents, Carers, Advocates, External Stakeholders

Job Purpose:

To act as Receptionist in the school office, by providing support for a range of office functions.

Key Responsibilities

- Providing reception and switchboard support to the school.
- Providing clerical support to the school's administrative function.
- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate.
- Taking telephone calls and delivering messages as appropriate.
- Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff.
- Receiving and sorting incoming mail for delivery to appropriate staff.
- Recording, stamping/franking and posting outgoing mail.
- Routine word processing, as and when required.
- Preparation and maintenance of files and pupil records
- Dealing with deliveries and enquiries from staff, parents, trades people, etc.
- Preparation of returns and records.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Specific duties

- To work as part of a cohesive team, supporting colleagues with the provision of an effective administrative service to all stakeholders
- To meet and greet all visitors to school through the main reception adhering to all pertinent safeguarding/identity checks
- To accompany children and visitors to other parts of the school building as necessary
- To answer the phone and record messages diligently, passing on to relevant staff in a timely manner
- To make phone calls as necessary to all stakeholders in a professional manner
- To maintain confidentiality at all times and not to disclose any information without first consulting with senior staff
- To be responsible for in-coming and out-going post
- To be responsible for the sale of school uniform to parents including keeping accurate stock records and re-ordering as and when necessary
- To assist in the maintenance of pupil records electronically and manually

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
 - To promote the vision and aims of the Trust.
 - To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.

- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Receptionist

MOA – Method of Assessment

AF – Application Form

I – Interview

T – test

CRITERIA		M.O.A.
EDUCATION & QUALIFICATION	<ul style="list-style-type: none"> Numeracy and literacy skills equivalent to GCSE grade C or above 	AF/Certs
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Experience of working in a school or college environment or equivalent experience Administrative or reception experience Experience of using Bromcom (desirable) Experience of working to strict deadlines Understanding of the principles of safeguarding young people 	AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work accurately with an eye for detail is key Excellent organisational skills Excellent communication skills Excellent I.T. skills Ability to remain calm under pressure and organise time effectively Ability to adapt to changing demands and conditions Ability to develop and maintain efficient record keeping systems Ability to communicate with a range of audiences including colleagues and other stakeholder Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date 	AF/I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Committed to and able to promote the aims of the school and the values of the school and the Trust Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive Disclosure relating to young people or vulnerable adults 	AF/I