



## **POST: School Receptionist**

**SALARY RANGE:** Grade 3

**REPORTING TO:** Senior School Support Officer

**Base:** Secondary Campus and cover across all other Campuses

### **JOB PURPOSE**

- Responsible for the smooth running of school reception working under the support of the Senior School Support Officer.
- Provide a professional, confident and efficient reception service for all visitors to the school and to any person contacting the school.
- To ensure compliance with all safeguarding and health and safety requirements as front of house.
- To provide administrative support to the Business Team.

### **MAIN DUTIES**

- Ensuring a professional and welcoming service is provided through school reception.
- Undertake reception duties, answering telephone calls and face-to-face enquiries and signing in visitors in line with protocols.
- To provide a contact point for the Pastoral Leads and staff on call across the secondary campus.
- To log late attendees and update SIMS accordingly.
- To organise transport arrangements for trips liaising closely with senior leaders.

- Provide clerical support, e.g. photocopying, filing, e-mailing, complete forms and organising external mail.
- Maintain manual and computerised record/management information systems.
- Undertake typing, word processing and other IT-based tasks.
- Sort and distribute mail.
- Undertake relevant administration including registering learners for cashless catering, updating learner records in SIMS, taking uniform orders and selling tickets for events.
- Arrange orderly and secure storage of supplies, compile and maintain school inventory.
- To cover learner services reception if required and support with pupil first aid/welfare duties, liaising with parents/staff etc
- Undertake routine financial administration, e.g. collect and record payments made by parents or learners and comply with financial regulations and banking monies where necessary.
- To work across other campuses as required.

## **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.
- 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.



# Person Specification

## School Receptionist

	<b>Qualifications and Experience</b>	<b>Method of assessment</b>
<b>Essential</b>	Experience of working in a busy reception area	Application form / Interview
	Excellent ICT skills	Application form
	Experience of supporting staff and external agencies.	Application form / Interview
	Excellent numeracy/literacy skills.	Application form
	Experience of providing administrative support.	Application form / Interview
	Maintaining records and data	Application form/ Interview
	Experience of child protection procedures and commitment to safeguarding pupils	Interview
<b>Desirable</b>	NVQ or other equivalent qualification in relevant discipline	Application form

	<b>Knowledge and Skills</b>	<b>Method of assessment</b>
<b>Essential</b>	Knowledge and Experience of school reception areas	Application form / Interview
	ICT skills	Application form
	Ability to relate well to children and adults and key partners.	Interview
	Excellent communication skills both verbally and in writing.	Interview
	Excellent time management skills	Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
	Ability to work constructively and flexibly as part of a team.	Application form/ Interview
	An ability to establish and develop positive relationships throughout the school.	Interview
	An ability to take ownership of problems and find solutions accordingly.	Application form/ Interview
<b>Desirable</b>		

	<b>Personal Attributes</b>	<b>Method of assessment</b>
<b>Essential</b>	Excellent communication skills both verbally and in	Application form /

	writing.	Interview
	The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others.	Interview
	The experience and ability to deal positively with staff and pupils	Application form / Interview
	Effective time management skills	Interview
	The ability to be flexible and positive, dedicated and trustworthy	Interview
	Adaptable and prepared to work across campuses.	Application form / Interview