Job Description

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| Post | Receptionist |
| Pay Scale | SCP 2-4 |

This post is subject to Green Book Staff Pay and Conditions. The post holder is expected to uphold the Professional Standards.

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| **High Standards** | * To provide outstanding front of house support to the school
* To be the first point of contact for all enquiries
* Understand school-based systems
* Can produce work to a high quality
* To have pride in your work
* Never accept second best in yourself
* Support the Principal in developing the school ethos
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| **Dare to Dream** | * Update school website and social media
* Use your own initiative
* Find areas of opportunity, keep the school running
* Find solutions to routine issues
* Take notes in meetings
* Set yourself challenging targets
* Find opportunities to learn from others
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| **Traditional Values** | * Ensure high quality correspondence
* Update communication systems regularly
* Organise refreshments for meetings
* Act as a first aider in school
* Demonstrate positive attitudes and behaviours
* Demonstrate a firm but fair approach to students
* Lead by example by having excellent attendance
* Treat others with dignity and respect
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| **Success** | * Complete general administration duties
* Manage school files (paper and electronic)
* Complete pre-populated paperwork
* Support a successful admissions process
* Take responsibility for routine work lists
* Process orders so school can run efficiently
* Effectively safeguard students
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| **Personalised Support** | * Maintain student records
* Demonstrate positive relationships with others
* Provide assistance and support to parents
* Demonstrate to others how school systems work
* Assist with lunch arrangements
* Share key information with all staff
* Provide admin support to the Principal
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Personal Specification

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| Skills | Assessed  |
| Qualifications* GCSE English and Maths (C or above/Grade 4 or above)
* Further qualifications in administration
 | AFAF |
| Experience * Experience in an admin roll in a school or other setting
* Understanding of how SIMS works
* Proficient in MS Office programmes
* Has an excellent telephone manner
* Can deal with first line of enquiries appropriately
* Experience with dealing with others (including students)
 | AFAFAFIIAF |
| Knowledge * Follow school policies and procedures
* Is calm under pressure
* The ability to use technology effectively
* Is organised and an excellent time keeper
* Basic understanding of first aid and willingness for further training if required
* Good Literacy and Numeracy skills
 | IIAFAF, RIAF |
| Leadership* Strives for perfection and has a good attention for detail
* Has excellent communication skills
* Understands the importance of collaboration in a small team
* Will ensure equipment is in good working order
* Will alleviate difficulties to ensure the smooth running of the school
 | AF, IAF, IIAFAF, I |
| Systems * Can follow effective admin procedures
* Will log communication as a matter of course
* Can produce information from school systems
* Will monitor and update social media
 | II, RRI  |

*AF – Application Form, I – Interview, T – Task, R – Reference*