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 |
| **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 |
| **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 |
| **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 |
| **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 |

Personal Specification

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| Skills | Assessed |
| Qualifications   * GCSE English and Maths (C or above/Grade 4 or above) * Further qualifications in administration | AF  AF |
| 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) | AF  AF  AF  I  I  AF |
| 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 | I  I  AF  AF, R  I  AF |
| 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, I  AF, I  I  AF  AF, 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 | I  I, R  R  I |

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