

Job Description

Gilthill Primary School



JOB DESCRIPTION

Job Title	Receptionist
Hours	10 hours per week – 1 Year Fixed Term
Salary Grade	Scale 2 Spinal Points 2-3 (£12.65 - £12.85 per hour)
Accountable to:	Business Manager

Post Objective

- To perform routine clerical tasks
- To undertake general school office support work
- To monitor attendance

Professional Qualifications

- Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2

MAIN RESPONSIBILITIES

1.	To perform routine clerical tasks including receiving & making telephone calls, checking and verifying information and ID, greeting visitors and offering advice and information to basic enquiries
2.	Typing straightforward letters and documents
3.	To undertake general school office support work including filing, photocopying, routine data input and retrieval including updating pupil records
4.	Processing incoming and outgoing mail, deliveries and emails
5.	Administration tasks including photocopying, shredding and filing
6.	Communications with parents including but not limited to telephone calls, direct contact, parents' evening booking, sporting events and reminders
7.	To update pupil records as directed
8.	To check, process and communicate school dinner numbers to the kitchen each morning
9.	Passing on messages to staff, parents and pupils and liaise with professionals on behalf of staff
10.	Follow attendance procedures for pupils and administer leave of absence procedures
11.	To manage school photographs and orders
12.	Assist with payments and debts via ParentPay as required
13.	Sourcing stock for order under the direction of the Business Manager

Job Description

Gilthill Primary School



14.	Administer basic first aid and follow recording procedures
15.	To undertake any other reasonable task the Business Manager/Headteacher directs
16.	Contributing to and supporting the overall aims of the school
17.	Being aware of and supporting differences and ensuring that the school's equality and diversity policies are supported
18.	Establishing constructive relationships and open communication with staff, parents, children and other agencies/professionals
19.	Promoting positive values, attitudes and good pupil behaviour
20.	A commitment to equal opportunities and to assist the school in raising achievement for all its pupils
21.	To be prepared to attend in-service, on-line and external training courses and to develop and update knowledge and skills as required
22.	To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
23.	Contribute to the overall ethos/work/aims of the school.
24.	Be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences as appropriate.
25.	Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Union.
26.	To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
27.	To report any causes for concern relating to the welfare and safety of children to the designated person or if unavailable the designated safeguarding governor or a member of the senior leadership team.
28.	To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in the school.

Job Description

Gilthill Primary School



PERSON SPECIFICATION	E= Essential D=Desirable
-----------------------------	---------------------------------

Person Specification	Criteria
Qualifications	
Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2	E
Knowledge and Experience	
Experience of working within a school office or similar customer facing environment	E
Experience of working with Microsoft systems including Word and Excel	E
Experience of working with school MIS systems such as Arbor	D

Personal Characteristics	
Able to follow instructions, work quickly and accurately and as part of a team	E
Ability to work under pressure	E
Adaptability and flexible	E
Competent with computers and other technology	E
Ability to work in a confidential manner	E
To be committed to the values of the school to. <i>be Ready, Respectful and Safe</i>	E
Excellent time management and organisational skills	E
Helpful, positive, calm and caring nature	E
Ability to communicate effectively and establish good working relationships with a range of people including staff, pupils, parents, agencies and visitors	E
Able to maintain a safe, calm and happy ethos	E
Motivation to continually improve standards and achieve excellence	E

Job Description

Gilthill Primary School



Committed to the safeguarding and welfare of all pupils in the academy	E
Awareness of security and health and safety issues	E
Willingness to undertake training in any area identified	E
All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment	E
Skills and Attitudes	
Good communications skills, written and oral	E
Excellent numeracy and literacy skills	E
Competent with computers and other technology	E
Understand the importance of confidentiality and discretion	E

This role falls within the category of regulated activity; therefore, you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.