

JOB DESCRIPTION



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Location:	King Edward VI Camp Hill School for Boys
Position:	Receptionist
Accountable to:	Head's PA
Hours of work:	36.5 hours per week
Length:	Permanent, Term Time Only Plus 10 Days
Salary:	SCP6-8 £23,893-£24,702 FTE, £22,032.90 - £22,778.92 TTO pro rata, 36.5 hours per week

Purpose of the role

The King Edward VI Academy Trust Birmingham ("the Academy Trust") was established in 2017 and is made up of the twelve academies - six selective academies and six non-selective academies. Our overarching mission is "to make Birmingham the best place to be educated in the UK".

To support the school's administration and staff, and to facilitate communication throughout the school.

Principle responsibilities and duties

- Answering the telephone in a polite and professional manner. Screening or redirecting calls, answering queries or taking and relaying messages
- Managing the school's enquiry and admissions email account. Replying to messages where possible or redirecting
- Dealing with queries from the public, parents and staff politely and efficiently
- To be the first point of contact for all visitors to the school. Greeting all visitors, ensuring safeguarding measures and the school visitors' policy is adhered to. Providing access to visitors through the electronic gates
- Undertake general administrative tasks
- Prepare documents and letters as requested
- Data collection for students
- Receive, sort and redistribute incoming mail and deliveries
- Responsibility for incoming and outgoing mail; ensuring postage is completed within a timely and prompt manner
- Liaise with site staff to arrange collection of large deliveries
- Make the referrals to the School Nurse team
- Ensure the reception area is kept tidy and presentable at all times
- Compile the school's termly newsletter
- Organise the school's locker keys system
- Assist with emergency fire and safeguarding evacuation procedures as required
- Work as part of the larger support team
- Manage the school's first aid response, dealing with first aid emergencies as appropriate, ensure first aid kits are fully equipped and in date.
- Manage and review student Individual Healthcare Plans (IHPs)
- Participate fully in the school's performance management process
- Continually develop professionally as required for this role

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- Play a full part in the life of the Academy community, to support its vision and ethos and to encourage and ensure staff and students follow this example
- Undertake any other tasks required from time to time that are appropriate to the grade
- 10 Plus days are as directed by the line manager.

This job description is current at the date shown but, in consultation with the employee, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

General responsibilities and duties

- To develop a clear understanding of the Academy Trust's vision, mission and strategic aims and to actively support these
- To remain up to date with the Academy Trust's policies, procedures and code of conduct and always uphold these
- To identify and undertake relevant training to enable continuing professional development, where resources allow
- To prepare for and proactively engage in the performance review cycle with your line manager
- To attend appropriate internal and external meetings, as directed by your line manager
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

Person Specification

Essential	Desirable
Knowledge and experience	
Have excellent communication skills both written and verbal	Experience of working as a receptionist in a busy public facing environment
Have the ability to: <ul style="list-style-type: none"> - work well as part of a team - work well on own initiative - manage own workload - work well under pressure - work well to deadlines 	Experience of using IT including Microsoft Office packages and email
Have a calm and flexible nature	Previous experience and knowledge of working with SIMS or any school MIS would be an advantage

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Have a polite, friendly and helpful manner	
Be professional, diplomatic and courteous but firm	
Good organisational skills	
Be well presented	
Be willing to actively participate in the Academy's performance management process	
Be willing to undertake training and development as required	
Be committed to safeguarding and promoting the welfare of children and young people	
Qualifications	
Good general education including GCSE (or equivalent) maths and English	
Be first aid qualified or willing to undertake required training	
Competencies	
Building capacity Influencing and persuading Acting on integrity Delivering at pace Delivering quality Team focussed Coaching management style Proactivity Flexibility Reliable and adaptable	