



Midsomer Norton
Schools Partnership

Home School: Welton
Job Title: Receptionist



Welton
Primary School

Grade: 3 SCP 5 - 7

Responsible to: Office Manager/ Head Teacher

Hours of work: Monday 8:30 - 11:30
Tuesday - Fri - 8:30 - 11:00

Job Purpose: To act as a first point of contact for parents and other visitors to the school. To provide secretarial and administrative support to the Headteacher, Office Manager and other staff as required.

Main Duties & Responsibilities

- To perform receptionist duties throughout the morning, acting as first point of contact for parents and visitors, in person and on the telephone
- Ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
- Maintain notice boards, update timetables, sort and distribute mail/packages
- Provide general confidential secretarial service to Headteacher, Office Manager and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required
- Assist with paperless methods of communication by sending out emails as required
- Produce a school newsletter alongside the Head Teacher and distribute
- Manage the school Facebook page and website as required
- Manage Arbor in relation to school meals, trips, and pre-school and club fees. Send reminders for arrears according to school policy
- Assist with the organisation of Fund Raising activities for the school
- Produce attendance registers annually. Maintain and edit termly
- In line with the schools absence policy, monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the Head Teacher / Office Manager as appropriate
- Record staff absences
- Maintain the visitors signing in, and ensure all visitors and contractors can be identified by wearing clearly visible badges
- To work alongside the office manager in ensuring that the EYE portal is up to date for nursery pupils and all nursery starters are set up on our school system.

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager

- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Basic level of literacy and numeracy (GCSE Grade C/4 or above in English and Maths, or equivalent qualification/experience)
Commitment to relevant training and professional development
Experience dealing with telephone queries and taking accurate messages
Good understanding of confidentiality and data protection principles (GDPR)
Strong written and verbal communication skills (welcoming face-to-face and phone manner)
Proficiency in standard office software (Word processing, spreadsheets, email, calendar management)
Good organisational skills with the ability to maintain accurate paper and digital filing systems
Ability to follow and work to instruction
Ability to work well as part of a team and build friendly, professional relationships
Responds enthusiastically and calmly to a busy, fast-paced environment
Reliable and adaptable approach to work activities
Willing to work extra hours
Approachable, friendly, and professional conduct at all times
Desirable
Previous receptionist or administrative experience within a school or educational setting
Experience using Management Information Systems (MIS)

Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.