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| **Full-time or Part-time/Job share**  **Receptionist & Reprographics Administrator** |
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| **Grade E, point 4-8**  **Full time £23,114-£24,702 – 37 hours per week**  **(pro rata for post)**  **Part-time 1 post holder - £16,309-£17,429**  **(based on 30.42 hours – can offer flexibility)**  **Part-time Job share**  **(salary will be based on hours agreed)** |
| **Start date:** October 2024 |
| Salary will reflect skills, experience and qualifications |
| Term Time plus inset days – 39 weeks per year |

An opportunity has arisen to join the Professional Support Staff team within a role that is central to the school within the Reception team. This is varied position, where no two days will be the same.

Working in the heart of the school, providing day to day cover on the Reception desk, providing a reprographics service, first aid and administrative service to the school.

Interpersonal skills are fundamental to this position, we are looking for an individual with a can-do attitude who brings a caring and friendly nature to the role. This is a busy role where the ability to multi-task is essential.

Previous experience in an office environment and Mathematics and English at C or above at G.C.S.E./equivalent are essential. Experience working with young people in a work/voluntary based role is desirable but not essential.

This role is available a full-time or part-time role as part of a job share. Salary will reflect hours agreed, skills, experience and qualification.

**Hours**

Full time, part-time or job share. Core hours 8.30am to 3.15pm – 30.42 hours per week (however we will consider candidates outside of the hours for the right candidate). Full time hours 37 hours per week. The role requires cover Monday to Friday.

**Holidays**

The post is term time plus inset days, (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

**Safeguarding**

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**How to Apply**

Please complete the Application Form for Professional Support Staff (available via the school vacancies section on the school website).

* Include the names, addresses, contact numbers and email addresses of your two referees.
* Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role. Please specify what hours and days you would like to work.

Should you require further information please do not hesitate in contacting us on: 01285 651511, ext 226/203 or via the following email. If you wish to apply, please email completed application forms and relevant documentation to: jobs@cirencesterkingshill.gloucs.sch.uk

or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

**Closing date for receipt of applications:**

9.00am – Thursday 26th September 2024 (we reserve the right to close applications early as this position is urgent, for this reason we urge interested applicants to apply immediately). **Interview Date: TBC**

 

**JOB DESCRIPTION**  
  
**JOB TITLE**: Receptionist & Reprographics Administrator

**HOURS:**

**GRADE:** E

**RESPONSIBLE TO**: Reception Manager

**ASSOCIATED LINKS:** All staff, Students, Parents, Trustees/Members, external suppliers

**JOB PURPOSE**: To provide outstanding Reception, Reprographics and Administrative service to the school.

The Finance Officer, in liaison with the School Business Manager, is responsible for overseeing of Reception. In the first instance all matters regarding duties in must be discussed with the Finance Officer.

**KEY TASKS**:

* Reception duties: face to face, over the telephone and online via email.
* Reprographics duties for staff, students and Trustees/Members
* First aider for all students and staff.
* Administration

**RECEPTION DUTIES**

* Acting as first point of contact in Reception, face to face and over the telephone.
* Transferring telephone calls and taking messages where appropriate.
* Ensuring all messages are passed onto the appropriate member of staff in a timely fashion.
* Meet and greet all visitors -brief incoming visitors with the sign in procedure, issue safeguarding leaflet and lanyard and inform link member of staff of their arrival.
* Monitor all visitor access via school gates.
* Monitoring CCTV and security.
* Signing for deliveries.
* Ensuring the reception and front of house is organised, tidy and welcoming.
* Assisting with the general order of the school e.g. lost property.
* Adhering to safeguarding procedures.
* Distributing emails to staff in a timely manner.
* Liaising with bus companies as requested.
* Be aware of school calendar to deal with incoming enquiries from parents and other stakeholders.
* Working as part of a team with other members of Reception staff.
* Maintain and print out student sign in /out sheets and ‘use of facilities’.
* Liaison with staff via on call, walkie talkie.

**ADMINISTRATION DUTIES**

* Updating/Collating data in spreadsheets and other documents
* Log all bus incidents re student behaviour from the bus companies and pass to relevant member of staff/ LA if necessary.
* Dealing with incoming and outgoing post.
* Updating other team members with handovers where necessary.
* Print student timetables – for staff and students.
* Type daily bulletin, prepare and print ready for distribution.

**REPROGRAPHICS DUTIES**

* Responsible for school photocopiers – operation, maintenance and refilling of photocopiers.
* Be fully conversant through training with the latest technology associated with any new equipment installed at any time.
* To photocopy and scan: school prospectus, worksheets, exam papers, booklets and any other materials produced for teaching/administration.
* To liaise with staff to discuss and produce varied resources material.
* To prioritise and produce an efficient and comprehensive flow of work to meet specific deadlines.
* To collate and bind booklets and publications.
* To laminate resources and laminate photographic displays.
* To manage stock levels of reprographics area.
* Liaise with suppliers regarding maintenance of machines.
* Keeping accurate records of reprographics production for budget/finance purposes.
* Ensuring confidentiality is adhered with regard to specific documents.
* To ensure all materials give for photocopying meet the Copyright Licensing Act.

**FIRST AID DUTIES**

* Under the direction of the designated first aid lead act as a point of contact for first aid to students/staff.
* Administering first aid and medications.
* Logging accidents and first aid administered – disseminating information as necessary.
* Liaising with parents/carers/next of kin and emergency services.
* Updating first aid records.
* Managing first aid stock levels.
* Receive medication, complete the paperwork and ensure the safe storing of students’ emergency medication.
* Checking first aid bags and booking first aid bags out and in, in liaison with the Designated First Aider.
* General administration associated with First Aid duties.

It is a requirement of the post that you undergo first aid training and renew this qualification when required.

**GENERAL DUTIES**

* Providing a handover with colleagues.
* Keeping up to date with school policies and procedures.
* Attend training and development courses as required.
* Instil STEPs in every aspect of work within the school.

**Holiday entitlement**

The post is part time term time plus inset days, plus annual leave and statutory holiday, which totals 44.75 weeks per year.

The holiday entitlement is 25.5 days paid which will rise to 30.5 after 5 years continuous service. Holidays must be taken during the school holidays.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

**Resignation**

A resignation period of 1 month is required

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: …..……………………….………………………..……………………………..…..………….. Date: ………..……………...……..….………

Please print your name: ………………………………………………………………………………..…….………….………………………………...……………

Line Manager Sign: ………………………………….…………………………................………..…….……. Date: ……………………………..…………….

Please print your name: ………………………………………..……………………………………….………..…….……………….………………………………

September 2024

**Person Specification**

**Reception/Admin/Reprographics**

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|  | Essential | Desirable |
| Qualifications | * A good standard of education, G.C.S.E’s or equivalent, grade C or above in Mathematics and English. | * A first aid qualification (training can be given) |
| Experience, Understanding and Knowledge | * Office experience – in an administration, customer service or reception based role. * IT literate in MS Office: Word, Excel, Outlook and PowerPoint | * Experience of working within a school or other work/voluntary setting with young people. * Experience of delivering first aid. * Knowledge of Safeguarding children. |
| Personal Qualities | * A confident, warm and friendly communicator. * Exceptional interpersonal skills. * Able to multi-task. * Ability to think on your feet and problem solve. * Well presented. * Professional attitude. * Caring nature. * A flexible and can-do attitude. * Approachable. * Independent worker/self-starter, able to tackle tasks without direction. * Patient. * Good communication and able to build relationships easily. * Able to work to deadlines. * Reliable and punctual |  |

**Employee Benefits**

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

* Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
* Family friendly polices
* A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
* Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
* Access to Occupational Health services
* New staff induction and support programmes
* Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
* Access to or provision of IT equipment (role specific)
* Long service awards
* Cycle to work scheme
* Access to CLPD and INSET, personalised for individuals through the schools’ Appraisal procedures, including access to role specific academic study and professional qualifications
* Onsite parking facilities and cycle storage
* Staff social, sporting and wellbeing activities throughout the year
* The dining room is open for staff to use at break and lunch times
* Staff room with facilities, including tea and coffee
* There is an optional staff social fund