

# Job Description

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**Job Title:** Receptionist

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**Location:** Sir Isaac Newton Sixth Form

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<b>Job title</b>	<b>Receptionist</b>
<b>Salary Scale</b>	<b>Support Scale C</b>
<b>Hours of Work</b>	<b>Full time – 37 hours per week</b>
<b>Weeks Worked</b>	<b>40 weeks</b>
<b>Responsible to</b>	<b>PA to the Principal</b>
<b>Location</b>	<b>Sir Isaac Newton Sixth Form</b>

#### **Main purpose of the role**

- To provide a professional and welcoming service to all pupils, parents, carers, visitors, governors, stakeholders and staff.
- To undertake basic administration duties to a high standard.

#### **Organisational relationships**

- Responsible to the PA working as part of a team with a number of support staff.
- Direct liaison with a range of stakeholders including teachers, parents, contractors, pupils, governors and other Inspiration Trust staff.

#### **Principal accountabilities and responsibilities**

<b>Core Duties</b>	<ul style="list-style-type: none"> <li>• To undertake switchboard, receptionist and messenger duties within the school, in conjunction with other clerical staff. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and correctly received and hospitality provided as required.</li> <li>• To call and email families where students have not attended and record this on BromCom under the direction of Line Manager / Attendance Officer.</li> <li>• To cover sickness absence within the administration team where required.</li> <li>• To undertake basic administrative duties to meet the needs of the Academy.</li> <li>• Where required to assist with other non-teaching support services.</li> <li>• Support Academy events, such as parent evenings; providing general assistance with correspondence and invitations.</li> <li>• To contribute to maintaining an accurate and up to date Academy calendar.</li> <li>• Assisting with the arrangements for student and staff photographs.</li> <li>• Assisting in the maintenance of staff photo boards.</li> <li>• To assist with duties such as arranging transport for pupils, as requested, dealing with lost property, stationery and paper orders. For nursery sites assist with funding and milk.</li> <li>• To support the ordering, storing and replacing of printer cartridges and staples.</li> <li>• To distribute incoming post and prepare outgoing post.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To assist with the checking and distribution of goods in as appropriate and assist with ordering/storage of supplies.</li> <li>• To assist in the completion of PEEPs as required.</li> <li>• To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Principal / Head of School.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Maintain safeguarding standards with visitors.</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Assist with general first aid for students and completing permission paperwork and administering of medicines.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• As required, support ad hoc finance tasks such as dinner money, trip money, uniform sales, locker deposits, petty cash and associated administrative paperwork.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>• To assist admissions data and inputting information as required.</li> <li>• To maintain BromCom data as appropriate including assessment data.</li> <li>• To maintain a room booking system and car-parking system if required.</li> <li>• To undertake photocopying, laminating, filing, scanning, attaching files to documents and BromCom, faxing, shredding and emailing as appropriate.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To assist with the preparation and distribution of newsletters, emails and any other correspondence to parents/carers/students on BromCom or by other means.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make

any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills/GCSE (or equivalent) Maths and English</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 2 or equivalent</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working in a busy reception</li><li>• General clerical or administrative work</li><li>• Is fully competent at using ICT</li></ul>	<ul style="list-style-type: none"><li>• Basic knowledge of first aid</li></ul>
<b>Professional Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Ability to work on own initiative</li><li>• Able to build good working relationships with stakeholders, working well with children and adults</li><li>• Ability to work constructively and flexibly as part of a team</li><li>• Ability to work well under pressure</li><li>• Can meet deadlines by effective planning and time management</li></ul>	

	<ul style="list-style-type: none"> <li>• Calm and courteous approach</li> <li>• Good communication skills, both written and spoken</li> <li>• Participate in development and training opportunities</li> </ul>	
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of Academy roles and responsibilities</li> <li>• An understanding of the support function in an Academy setting and the wider Inspiration Trust setting</li> <li>• Knowledge of relevant policies/codes of practice/legislation</li> <li>• Good understanding and ability to use relevant technology eg photocopier, emails etc</li> </ul>	

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**Signature .....**

**Date .....**

**Name .....**