



Eckington School

Receptionist – Maternity Cover, temporary

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	4
Specific duties and responsibilities	4
Support for the trust/school	4
Changes to these duties.....	5
Person Specification	6
Job Title: Receptionist - Maternity Cover - Temporary	6
Knowledge, experience and skills	6
Qualifications	6
Other skills	6
Interpersonal skills	7
Child protection	7
Eckington School & Sixth Form	8
Chorus Education Trust	9
To apply	10
Disability confident	10
Safeguarding	10



The vacancy

Post advert

Deadline for applications:	11.59pm on Sunday 22 nd September 2024
Interviews to be held:	Week beginning 30 th September 2024 xxx
To start:	November 2024

Eckington School is seeking to recruit a Receptionist to assist in the provision of an efficient, professional and welcoming reception and administrative support service within the school.

Chorus Education Trust is proud to support flexible working arrangements.

Role summary

Post title:	Receptionist
Profile:	BS2
Grade:	3
Grade spinal point range:	SCP 5 to 6
Salary:	£23,500- £23,893 (pro-rata £20,214 - £20,552)
Accountable SLT post:	Business Support Services Manager
Line manager (if different):	
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Teaching and Support staff
Holiday and sickness relief:	By and for other admin & support staff
Purpose of post:	To assist in the provision of an efficient, professional and welcoming reception and administrative support service within the school.
Version revised:	September 2024
Contract:	Temporary to cover Maternity 37 hours/39 weeks Leave



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

MAIN DUTIES AND RESPONSIBILITIES

- Provide a professional receptionist role to internal and external visitors
- Employ initiative, resourcefulness and discretion at all times when dealing with all school staff, visitors and outside agencies
- Ensuring visitors' appointments are kept as promptly as possible
- Ensuring that all visitors sign in and out of school
- Providing assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Being the first point of contact for all enquiries to school, by whichever means, eg. Post, email, telephone
- Operate the switchboard, identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary
- Maintaining the reception area, medical room and entrance area in a clean, tidy and attractive condition
- Ensuring deliveries are not left in reception for long periods of time and in view of the public
- Administering the PFI facilities helpdesk system and requests/logs by email from staff, including chasing updates. (PFI schools only)
- Maintaining school diaries, calendars and room bookings as/if appropriate
- Ensuring the display boards in reception and the immediate area are kept up to date and in good order
- Reviewing and ensuring sufficient stocks are maintained for all leaflets held in reception
- Organising student receptionists including training in conjunction with the Pastoral Teams as applicable to the school/college
- Provide first aid to students, visitors and staff
- Administrate and organise all outgoing post facilities

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Receptionist

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Excellent literacy / numeracy skills and standard of education, to include GCSE English at Grade C or above (essential) and GCSE Maths at Grade C or above (desirable)	✓	✓	A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I

Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Eckington School & Sixth Form

Eckington School is an 11-18 comprehensive secondary school in north-east Derbyshire with more than 1200 students on roll, including the school's Sixth Form.

Eckington School joined Chorus Education Trust in April 2023, at which point we also welcomed a new headteacher, whose proven track record in developing a positive ethos under strong leadership is enabling the school on its journey of improvement. Further appointments to the senior leadership team have created a school with ambition to deliver on the Chorus Trust ethos of outstanding achievement for all.

The school itself is situated on the outskirts of Eckington on the Derbyshire/Sheffield border, overlooking open countryside. The campus is arranged around a shrub-filled courtyard that enables easy access to outside spaces for all.



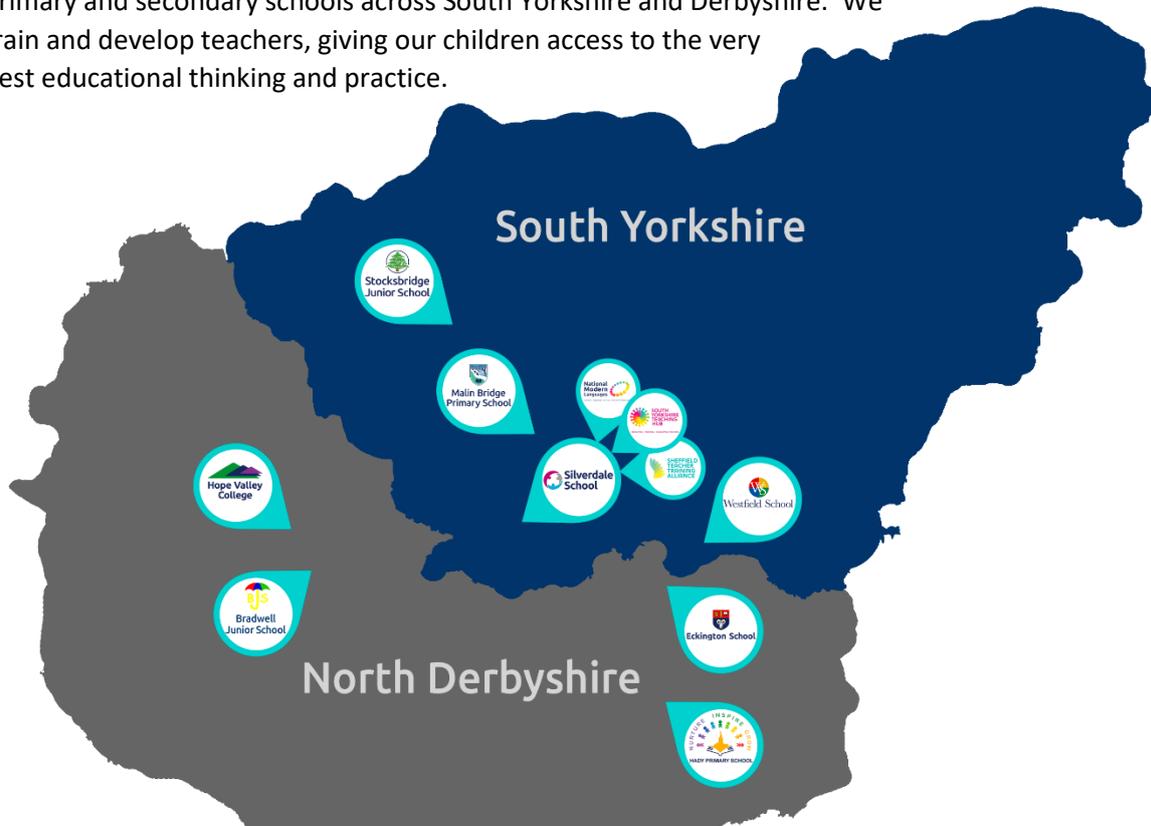
In addition to trust-wide benefits for all staff, those at Eckington School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: www.eckington.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Sharon Foster (HR Administrator) at: sfoster@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 22nd September 2024.
- Interviews to be held: week beginning 30th September 2024.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.