



THE ROSARY CATHOLIC PRIMARY SCHOOL

Jesus Christ, Son of Mary, Son of God,
is the centre of the Rosary community
where we live, love and learn together.

Bridge Road, Saltley, Birmingham, West Midlands, B8 3SF

Tel: 0121 464 4519

Email: enquiry@rosaryrc.bham.sch.uk

Website: www.rosaryrc.bham.sch.uk

Headteacher: Mrs A Norris



Receptionist

Job Description

Grade: GR2

1. Job Purpose

To act as Receptionist in the school office, by providing support for a range of office functions

2. Key Responsibilities

- a. Providing reception support to the school
- b. Providing clerical support to the school's administrative function
- c. General administrative duties including photocopying, word processing and laminating
- d. General typing and data entry including admission forms
- e. Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- f. Taking telephone calls and delivering messages as appropriate
- g. Receiving and sorting incoming mail for delivery to appropriate staff
- h. Recording, stamping and posting outgoing mail
- i. Maintaining and ordering stock including stationary and uniform
- j. Liaising with teachers to support external visits
- k. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- l. To ensure all tasks are carried out with due regard to Health and Safety

- m. To undertake appropriate professional development including adhering to the principle of performance management.
- n. To adhere to the ethos of the school
- o. To promote the agreed vision and aims of the school
- p. To set an example of personal integrity and professionalism
- q. Attendance at appropriate staff meetings and parents evenings
- r. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. General

- a. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- b. To ensure all tasks are carried out with due regard to Health and Safety
- c. To adhere to the ethos of the school
 - i. To promote the agreed vision and aims of the school
 - ii. To set an example of personal integrity and professionalism
 - iii. Attendance at appropriate staff meetings and parents evenings
- d. Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Supervision Received

Supervising Officer's Job Title: Office Manager

Level of supervision:

1. Regularly supervised with work checked by supervisor

The Rosary Catholic School is committed to the Safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Education/ Qualifications	A* - C in GCSE English or equivalent	Word processing or typing qualification
NB: Full regard must be paid to overseas qualifications.		
Experience Relevant work and other experience	Experience in a general administration environment Experience of Microsoft Word package Experience of using database applications Experience of reception work	Typing experience Experience with Bromcom Experience with School Money system
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Able to communicate effectively and accurately both verbally and writing Able to communicate in a clear and concise manner both on the telephone and face to face Ability to write clear, letters and reports Ability to complete work to the required standards of accuracy and presentation	

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Able to follow set procedures

Ability to develop and maintain effective working relationships with a wide range of people

Ability to work on own initiative with minimum supervision

Knowledge of standard officer procedures

Knowledge of standard office equipment

Training

Willing to undertake job related training

Other

Supportive of the Catholic vision and ethos of the school

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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

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