



Job Description	
<b>Job Title:</b>	Receptionist
<b>Terms &amp; Conditions:</b>	United Learning Trust
<b>Pay Scale/ Grade:</b>	ULSupportABM1
<b>Post term:</b>	Permanent
<b>Responsible to:</b>	School Manager
<b>Line Managing:</b>	NA

Job Purpose
To work under the instruction/guidance of School Manager & Senior Admin Assistant, to provide administrative support to the school.

### Administrative & School Support

- Reception duties.
  - *answering telephone and face-to-face enquiries*
  - *visitor signing in & out*
  - *Liaise with parents/ carers*
- Manage office email account, forwarding emails as required.
- Maintain the school Management Information System (MIS).
  - *attendance*
  - *school meals*
  - *school shop*
  - *trip set up*
  - *parent evening set up*
  - *Liaise with Attendance officer*
  - *Provide custom reports for Senior Leadership Team (SLT).*
- School census (3 times a year) – work with Senior Admin Assistant/ School Manager.
- Liaise with school trip Lead for arrangements for trips.
  - *quotes*
  - *coach & trip bookings*
  - *Prepare & set up trip & first aid packs*
- General ordering of all school supplies.
- Sort and distribute post & deliveries.
- First Aid
  - *Dealing with pupil & staff injuries*
  - *Monthly Defib battery check & submit to circuit*
  - *First Aid boxes check*
- Initiate new school year set up with Senior Admin Assistant/ School Manager.
- Execute school year end procedures with Senior Admin Assistant/ School Manager.
- Manage government schemes
  - *fruit*

- *cool milk*
- Book, arrange & plan pupil & staff services
  - *school photos*
  - *National Child Measurement Program*
  - *adult & pupil flu jab*
- Carry out any other reasonable request of the Headteacher/ School Manager

### Health & Safety

- Co-operate with health and safety requirements.
- Report all defects and hazards to the member of staff responsible for this in your school.
- Follow the action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts. Inform employer of any “Near-Misses”.
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issues.

### Responsibilities

- Promote and ensure the health and safety of pupils (staff & visitors) at all times.
- Be aware of and comply with all school & United Learning policies and procedures.
- Contribute to the overall ethos/work/aims of the schools within Oxford Cluster
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Ensure health and safety policies and procedures are complied with at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- Demonstrate a deep commitment to safeguarding and promoting the welfare of children and follow all associated child protection and safeguarding policies of the school.
- Maintain confidential and professional conduct at all times

**Not all roles can be covered in this job description. A flexible approach is required at all times to ensure the smooth operation of the school.**

### Performance Management

- To participate fully in the trust’s Performance Management process
- Attend relevant INSET training for your role

### Knowledge, Skills & Experience

- Keep up to date with developments relating to your role.
- Review and maintain your own professional practice through agreed development activities.
- Ensure statutory requirements are met.
- Ensure a secure knowledge and understanding of all school policies and procedures

### Personnel

- Identify Continuing Professional Development (CPD) needs for yourself.
- Support the CPD of others.
- Able to undertake physical elements of the role.
- Practical with DIY skills
- Well organized, conscientious & reliable

- Flexible in their approach to planning their working day.
- Communicate effectively with all members of the team.
- Work collaboratively with other staff
- Meet in accordance with calendared meetings and with line managers as agreed

**This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need for the service, always in consultation with the postholder.**

**Every member of staff has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.**

**We take the safeguarding of students and staff seriously. All staff are expected to support this ethos.**

(Post holder)

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Person Specification - Receptionist

*Windale School is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share this commitment*

	Essential	Desirable
<b>Qualifications Criteria</b>	<ul style="list-style-type: none"> <li>● Educated to GCSE standard or equivalent</li> <li>● Good numeracy/literacy skills</li> <li>● Good written &amp; verbal communication skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>● General clerical/administrative work</li> <li>● Proven ability to manage high-volume calls and visitors with professionalism and courtesy.</li> </ul>	<ul style="list-style-type: none"> <li>● Office administration</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>● Good understanding and ability to use relevant technology eg photocopier</li> <li>● IT skills</li> <li>● Social Media skills</li> <li>● Basic knowledge of first aid</li> <li>● Ability to relate well to children and adults</li> <li>● Ability to problem solve</li> <li>● Commitment to equal opportunities</li> <li>● Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid qualification</li> <li>● Ability to use &amp; knowledge of Management Information System (MIS)</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>● Willingness to be flexible &amp; be part of a team</li> <li>● Independent working</li> <li>● Excellent record of attendance &amp; punctuality</li> <li>● The ability to work under pressure</li> <li>● Ability to multitask</li> <li>● Ability to meet deadlines</li> <li>● Good organisational skills &amp; ability to prioritise</li> <li>● Caring &amp; polite manner</li> </ul>	<ul style="list-style-type: none"> <li>● Flexibility/available to work flexible hours demanded by the job</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Participate in development and training opportunities</li> </ul>	