

JOB DESCRIPTION

JOB TITLE:	School Receptionist
NORMAL LOCATION:	Silverstone UTC, Silverstone Circuit.
SCALE & SALARY RANGE:	£18,333 - £20,043 FTE
HOURS OF WORK:	9am – 5pm, term time only Part time or a job share may also be considered.
RESPONSIBLE TO:	Business Manager

OVERALL PURPOSE OF JOB

To co-ordinate the busy school reception, ensuring the provision of effective and efficient administration services for the school.

DUTIES AND RESPONSIBILITIES

- Responsible for assisting with the day-to-day co-ordination of Silverstone UTC administration services including reception and reprographics. Promote a business-like office environment and good relationships with staff, students, business partners and parents.
- Provide First Aid to Staff and Students as required.
- Assisting with the organisation of the office workload, including forward planning, work allocation and monitoring.
- Co-ordinate arrangements for school visits and residential trips, ensuring that these have been fully risk-assessed.
- Maintain overall responsibility for managing the reception and telephone switchboard service, receiving visitors, dealing with incoming calls, taking messages, post distribution and collection and dealing with a wide range of queries from students and parents.
- Assist with the arrangements for induction days and other events such as awards presentations, open evenings and events organised as part of the curriculum or with our partners and sponsors.
- Produce a variety of material, some of a confidential nature, correspondence, references, reports and tables.
- Maintain and monitor the school stationary stock.
- Maintain a detailed knowledge of manual and ICT based administrative systems and procedures used in the school, including SIMS. Identify and pursue opportunities to improve the efficiency of internal procedures, working

and staffing arrangements and take maximum advantage of the potential offered by SIMS.

- Ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to students in accordance with statutory and other requirements.
- Ensure all telephone and personal enquiries are dealt with efficiently and effectively in a way which promotes a positive image of the school.
- Make maximum use of the school's information and communications technology including the network for diary management, the effective management of databases and overseeing all written communications.
- Attendance at staff briefing where possible.
- Take ownership of various projects to meet the needs of the school in order to achieve project goals and assist the effectiveness of the school.
- Undertake such other duties as may be required by Principal or Business Manager.

General duties applicable to all staff employed at the School:

Duty		Description
A	School policies	To undertake all duties and responsibilities in accordance with UTC policies, including Equal Opportunities; Data Protection; Health & Safety; Child & Vulnerable Adult Protection; and Quality and Financial regulations. To report any concerns to the appropriate person.
B	Training and professional development	To take full responsibility for personal professional development and training.
C	Performance appraisal	To participate in the UTC Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to update skills and meet the requirements of the UTC and Departmental Strategic Plans.
D	Flexibility	To undertake such other duties as may reasonably be required, commensurate with grade, at place of work.
E	Probationary period	The post holder should be able to do the job competently after 6 months.
<p>This is a description of the job as it is at presently constituted.</p> <p>It is the practice of the UTC to periodically examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by the manager and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the UTC's aim to reach agreement on reasonable changes, but if agreement is not possible the UTC reserves the right to insist on changes to your job description after consultation with you.</p>		

PERSON SPECIFICATION:

Criteria	Essential	Desirable
Education and Qualifications	Good all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (Level 2).	Good all round education to include relevant qualifications such as Business Administration at Level 3.
Experience and knowledge	<p>Experience of working in an administrative function in an office environment.</p> <p>Experience of using computerised administrative systems.</p> <p>Experience of working with a wide range of staff from a number of disciplines.</p> <p>Understands the importance of confidentiality and discretion.</p> <p>Demonstrable knowledge of Equality and Diversity.</p>	<p>Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge</p> <p>Experience of working with young people, preferably in a School environment</p> <p>First Aid qualification or willingness to achieve within 6 months of commencing in post.</p>
Skills and Abilities	<p>Excellent written and verbal communication skills.</p> <p>Tactful and diplomatic.</p> <p>Flexibility in order to adapt to the changing needs of the School.</p> <p>Adaptable, organised and able to work with minimum supervision.</p> <p>Motivation to continually improve standards and achieve excellence.</p> <p>Able to follow instructions accurately but make good judgements and lead when required.</p>	<p>Proficient user of Management Information Systems in a school setting (e.g. Capita SIMS).</p>
Other	<p>Act as a role model to staff and students.</p> <p>Demonstrable commitment to Silverstone UTC's vision and values.</p>	

Safeguarding

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).