

THE CHERWELL SCHOOL
A Centre of Opportunity

Receptionist

Job Description

Responsible to: HR and Administration Manager

Working time: 35 hours per week, term time only plus 3 additional INSET days

Salary Scale: Grade 5

Job Purpose:

- To support teaching and learning by providing high quality support as part of a committed and flexible team
- To maintain confidentiality in respect of student records and personal data in line with Data Protection Act
- At all times act in accordance with agreed local and national policies and procedures

TASKS:

Organisation:

- Undertake reception duties by promoting the ethos of the school by giving a professional and courteous service to all telephone enquiries and visitors, and ensure they are aware of emergency evacuation procedures and school safe guarding policy. Receiving incoming telephone calls and answer or redirect as appropriate.
- Assisting with arrangements for visits by all outside agencies including school nurse and photographer etc.
- To ensure that lost property is returned where possible, and if not, is placed in the designated area.

Administration:

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems (SIMS)
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute incoming mail, frank all outgoing mail
- Undertake routine administration e.g. registers and check contents and remove anything appropriate for the School Office, to ensure that the late procedure is followed correctly, assist DHOY with student absence(s)
- Distributing weekly student bulletin to each tutor group
- Any other duties as may reasonably be required by the Headteacher/ Line Manager
- Be willing to be trained to provide first-aid/medical/welfare assistance to students and staff, including liaison with parents, staff and professional health carers

Resources:

- Operate office equipment e.g. photocopier, computer, franking machine, and to use and maintain the Neopost machine for whole school mailings. To also ensure that other staff members are trained on the use of this machine
- Ensure Resource Room is fully stocked, and arrange orderly and secure storage of supplies, ordering more supplies as required when stock is depleted.
- Ensuring up-to-date routine forms are fully stocked in staff room.

RESPONSIBILITIES:

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- 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

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

November 2017