

Job Description

Job Title:	Receptionist	School Name:	Keyworth Primary School
Grade and Range:	Grade 3 scp 2 - 6	Hours:	36
Reports to:	The Office Manager	Working Pattern:	Term Time + 1 WEEK
		Supervises:	None

Purpose:	To act as Receptionist/Clerk in the school office, by providing support for a range of office functions. 1. Providing reception and switchboard support to the school. 2. Providing clerical support to the school's administrative function.
-----------------	---

Principle Accountabilities:

1. Providing reception and switchboard support to the school, including:
 - Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
 - Operating the school's main switchboard, transferring calls, or taking and delivering messages as appropriate.
2. Providing clerical support to the school's administrative function, including:
 - Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
 - Receiving and sorting incoming mail for delivery to appropriate staff
 - Recording, stamping/franking and posting outgoing mail
 - Occasional routine word processing, as and when required.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- Use all IT equipment only for work purposes.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.

	<ul style="list-style-type: none"> ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required.
<p>To contribute as an effective and collaborative member of the School Team</p>	<ul style="list-style-type: none"> ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Receptionist	School Name:	<insert the school name>
-------------------	--------------	---------------------	--------------------------

	Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A working knowledge of word processing packages. 	E
Experience:	<ul style="list-style-type: none"> ▪ Experience of multi-extension switchboards. ▪ Experience of the reception function in a school office. 	E D
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Excellent telephone manner. ▪ Excellent written and oral skills. ▪ Excellent interpersonal skills. ▪ Ability to work as an effective team member 	E E E E
Special conditions:	<ul style="list-style-type: none"> ▪ If a teaching position this is governed by the National Agreement on School Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors. ▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders. ▪ Enactment of Health and Safety requirements and initiatives as appropriate ▪ All employees are required to declare any conflict of interest that may arise before or during their employment. ▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business. ▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures. ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. ▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children. ▪ Ensuring work is line with the School's Green Commitment Policy goals. ▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained. 	E E E E E E E E E E E E E E E E E E E

	<ul style="list-style-type: none"> ▪ Treating all information acquired through your employment, both formally and informally, in strict confidence ▪ To demonstrate a commitment to good customer care. ▪ Any other duties of an appropriate level and nature will also be required. 	<p>E</p> <p>E</p> <p>E</p>	
--	---	----------------------------	--