

Receptionist

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Hobart High School, Loddon, Norwich

Salary

Scale C

Point 5

7.5 hours per week

38 weeks per year (Term time only)

Hours of Work

8.00am – 4.30pm with one hour for lunch.

Core Purpose - Reception

To provide a high-quality reception service to the school.

Reporting Lines

Report to PA to SLT/Office Manager

Core Purpose – Receptionist

Core purpose is answering incoming calls, greeting visitors and providing a professional and knowledgeable first point of contact for staff, students, parents and visitors.

Key Responsibilities - Receptionist

- To undertake switchboard, receptionist and messenger duties within the school. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and correctly received.
- Undertake the routine clerical duties and provide First Aid for students and staff.
- To undertake general clerical and administrative duties of a routine nature which could include:
 - (a) Issuing bus passes.

- (b) Selling of stock items to students and maintaining stock levels.
- (c) Assisting with the maintenance of records/registers, including student absences.
- (d) Dealing with lost property enquiries.
- (e) Assisting with ordering/storage of supplies.
- (f) Coach Bookings for Trips, Fixtures and Events.

- To undertake photocopying, filing and e-mailing.
- To provide routine clerical and other assistance in other areas of the school as required.
- To undertake any other duties that are within the scope of the post, as determined by the Manager.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.
- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	• Specific training in specialist area • Very good numeracy/literacy skills • First Aid Certificate or willing to undertake training	
Experience	• Experience in specific area in a working environment • Have knowledge of Health and Safety regulations/procedures	• Experience of working in a school or with young people
Knowledge and Technical Skills	• Effective use of ICT and other specialist equipment/resources • Ability to self-evaluate learning needs and actively seek learning opportunities	• Full working knowledge of relevant policies/codes of practice/legislation
Skills and Personal Attributes	• Good keyboard skills • Ability to prioritise effectively • High professional and personal standards in both work and conduct • Strong personal drive and willingness to get things done • Good time management • Openness to learning and change • Effective written and oral communication skills • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to relate well to students and staff	
Equal Opportunities	• A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity	
Safeguarding	• A thorough understanding of up-to-date safeguarding requirements and best practice – in school training will be provided	
Other Requirements	• Full UK driving licence	• An understanding of data protection • Ability to work flexibly and outside of normal working hours if required

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.