

Job Description

POST: Morning Receptionist

RESPONSIBLE TO: Office Manager

SALARY: Grade 3 - SCP 3-4

LOCATION: The Wilnecote School

WORKING PATTERN: 20 hours per week Term Time Only

Monday - Friday - 08.00am - 12.00pm

DISCLOSURE LEVEL:

Enhanced DBS

KEY RELATIONSHIPS:

All school staff including both teaching and support staff. Student body.

RESPONSIBLE FOR:

To work under the direction and instruction of senior staff to provide clerical and administrative support to the school.

MAIN PURPOSE:

Support to Students, Parents and the Community

- Undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.
- Assist with student welfare duties, liaise with parents/staff etc
- Assist in arrangements for school trips and events etc.

Support to the Organisation

- Provide routine clerical/administrative support eg. photocopying, filing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, eg student data.
- Undertake more complex typing, word-processing and other IT based tasks eg assisting in the preparation of minutes reports and circulars.
- Sort and distribute mail
- Undertake routine administrative procedures eg. transport arrangements, catering arrangements, interview arrangements.
- Maintain and collate student reports
- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/computer applications (eg Word, Excel, databases, spreadsheets, Internet)
- Provide general advice and guidance to staff, students and others
- Basic First Aid

Support to the School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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, support and ensure equal opportunities for all

Professional Accountabilities

- The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Financial Management

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline ▪ Good numeracy and literacy skills 	
Experience, Skills and knowledge	<ul style="list-style-type: none"> ▪ General clerical/administrative work ▪ Effective use of ICT packages ▪ Ability to use relevant equipment/resources. ▪ Good keyboard skills. ▪ Knowledge or relevant policies/codes of practice and awareness of relevant legislation. ▪ Ability to work constructively as part of a team. ▪ Ability to relate well to children and to adults. ▪ Good interpersonal skills ▪ Good organising, planning and prioritising skills. ▪ Methodical with a good attention to detail. 	
Personal Qualities	<ul style="list-style-type: none"> ▪ Customer focused. ▪ Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. ▪ Open, honest and an active listener. ▪ Takes responsibility and accountability. ▪ Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. ▪ Demonstrates a “can do” attitude including suggesting solution, participating, trusting and encouraging others and achieving expectations. ▪ Is committed to the provision and improvement of quality service provision. ▪ Is adaptable to change/embraces and welcomes change. ▪ Acts with pace and urgency being energetic, enthusiastic and decisive. ▪ Communicates effectively ▪ Has the ability to learn from experiences and challenges. ▪ Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
Other	<ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children and young people ▪ Willingness to undergo appropriate checks, including enhanced DBS Checks ▪ Motivation to work with children and young people ▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	