




National Teaching School
designated by

**National College for
Teaching & Leadership**



GREAT SANKEY HIGH SCHOOL

RECEPTIONIST

25 Hours 8:00am – 1:00pm

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL JOB DESCRIPTION

RECEPTIONIST

Core Purpose: To provide efficient and effective administrative and clerical support to the school within the available resources and in accordance with the School and Authority's Policy.

PRINCIPAL RESPONSIBILITIES

Reception

- Telephone calls outgoing and incoming calls – transferring calls to the appropriate member of staff/ or taking messages
- Responsible for all visitors entering the school site via the Bio-metric gate system
- To receive visitors/students and issue passes, and signing of visitors in and out of school, in according with the school's Safeguarding procedure
- Word processing of letters/documents
- Managing diaries for Interview Rooms, Mini-bus and allocation of School Mobile Phones to staff going out of school on educational visits/residential
- To support general office requirements

Other

- Comply with all relevant Health and Safety processes as required by the school's Health and Safety systems
- Liaise with internal staff (teachers/ senior management team/ middle managers/ other support staff) and external agencies as required by the elements of the role
- Implementation of administrative systems and procedures ensuring maximum efficiency is maintained at all times utilising resources available

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Receptionist

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
5 GCSE's A - C	X		AF

[B] Experience

	Essential	Desirable	Source
Experience of working in a school office environment		X	AF/I
Previous experience as a Receptionist	X		AF/I
Previous experience of working in a busy office environment	X		AF/I

[C] Knowledge/Understanding

	Essential	Desirable	Source
Knowledge of SIMS		X	AF/I
Good knowledge of Microsoft applications	X		

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to work effectively under occasionally stressful circumstances	X		AF/I
Ability to build and maintain successful relationships with all parties (staff, students, parents and outside agencies) treating all consistently and appropriately	X		AF/I
Ability to use basic communication skills to communicate appropriately and effectively with a variety of parties at a wide range of levels in a sensitive manner adapting to circumstances as required	X		AF/I
Well organised and able to work to strict pre-set deadlines	X		AF/I
Ability to work on own initiative within recognised laid-down procedures and follow detailed instructions.	X		AF/I
Excellent administrative skills, ability to process both manual and computerised information, applying normal levels of confidentiality, accuracy and security.	X		AF/I
Excellent attention to detail	X		AF/I
Willingness to undertake training as required	X		AF/I
Ability handle small amounts of cash or equivalent	X		AF/I

Ability to work and communicate with a variety of people across all levels	X		AF/I
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[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	X		R
DBS Clearance post appointment	X		N/A

[G] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)