

### JOB DESCRIPTION

<b>School/College:</b>	Gaywood Primary School
<b>Job Title:</b>	Receptionist
<b>Grade:</b>	Grade C, Point 10 – 13, £8.74 - £9.01 per hour (£16,863 - £17,391 FTE per annum based on a 37 hour week) Please note that the salary will be pro rata
<b>Hours/weeks:</b>	25 hours per week, 39 weeks per year (term time + 1 week)
<b>Responsible to:</b>	Headteacher's PA/Administration Manager and Headteacher
<b>Working With:</b>	Administrative Staff Teachers Students Parents and Visitors

#### **How to Apply**

To apply for this role, please complete an application form (all three parts), available at the vacancy pages at [www.westnorfolkacademiestrust.co.uk](http://www.westnorfolkacademiestrust.co.uk), and e-mail these documents to [recruitment@westnorfolkacademiestrust.co.uk](mailto:recruitment@westnorfolkacademiestrust.co.uk) by the closing date. Alternatively you can post your application to the HR Department, West Norfolk Academies Trust, c/o Springwood High School, Queensway, King's Lynn, Norfolk, PE30 4AW.

**Closing Date: Noon, Wednesday 17<sup>th</sup> October 2018**

For more information please contact recruitment at the above e-mail address.

Gaywood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references and ensures compliance with the DBS process

## **Purpose of the Job**

To be the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school, the receptionist should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work. The receptionist is also required to assist the Administration Manager with various administrative tasks, requiring a good level of IT skills.

## **Responsibilities**

- To welcome visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner
- Assist with arrangements for school trips
- Ensure all visitors are signed in using the computerised entry and exit system
- Receive and pass on information between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
- Receive, sort and distribute all packages, deliveries and mail.
- To act as Administration support to the Senior Leadership Team, undertaking their administrative tasks as and when required. To include inputting of assessment data, assisting in collation of statistics and other information, producing relevant documents, taking minutes if required and organising meetings.
- To ensure Parent Pay and dinner registers are kept up-to-date.
- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Assisting in the production of the school newsletter and other school notices, posters etc.
- Assisting with various administrative tasks and duties, utilising Word, Excel, Outlook and Pupil Asset
- Proactively liaise with West Norfolk Academies Trust concerning processes that are, or may be, partly centralised, to maximise the benefits for the Trust and the School.
- Maintain accurate records, both paper and electronic, including financial records, staff files and training records.
- Arrange hospitality for the Headteacher's visitors at meetings and school events as requested.
- Adhere to safeguarding requirements in all matters.
- Carry out general administrative duties, including photocopying and filing.
- Ensure that all work is undertaken in accordance with agreed policies, procedures and appropriate legislation.
- Maintain the whole school calendar, diary and CPD files.
- Provide assistance in the coordination of school evening events, liaise with staff members and provide support to ensure all events in school maintain a consistently high standard.
- Act as the first point of contact for emergency services, Police, Social Services and other external agencies etc.
- Apply first aid, as appropriate, and undertake first aid training when required.

### **Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people.

The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl
Level 2 Maths		✓	Appl
NVQ (or equivalent) in a relevant discipline		✓	Appl
First Aid Qualification		✓	Appl
A willingness to successfully complete First Aid Training	✓		Int

Experience	Essential	Desirable	How assessed
Experience of working with young people		✓	Appl/Int/Ref
Good understanding of, and ability to use, relevant technology e.g. photocopier, telephone switchboard	✓		Appl/Int/Ref
Good keyboard and ICT skills.	✓		Appl/Int/Ref
Excellent telephone manner.	✓		Appl/Int/Ref
Ability to relate well to students, parents/carers/guardians and other adults	✓		Appl/Int/Ref
Ability to work constructively as part of a team	✓		Appl/Int/Ref
Understanding of school roles and responsibilities		✓	Appl/Int/Ref
Willingness to participate in development and training opportunities	✓		Appl/Int/Ref

Personal Qualities	Essential	Desirable	How assessed
Good organisational and time management skills	✓		Appl/Int/Ref
Good communication skills	✓		Appl/Int/Ref

Appl = Application form

Int = Interview

Ref = Reference