

# MARDEN HIGH SCHOOL

## Job Outline

**Post:** Receptionist (part time)

**Grade:** Grade 3 (52/52)

**Responsible to:** Office Manager

### Main Duties of the Post

Under the instruction/guidance of senior staff: provide general reception/administrative support to the school, and to represent the school positively to callers and visitors.

### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Act as communication point for pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc
- Assist with arrangements for visits and events etc

### Administration

- Provide general clerical/administrative support e.g photocopying, filing, faxing,
- Maintain manual and computerised records/management information systems
- Produce lists/information/data, as required e.g pupils' data
- Undertake typing and word-processing and other IT based tasks
- Sort /distribute/despatch mail

### Resources

- Operate relevant equipment/ICT packages (e.g word, excel, databases, spreadsheets, SIMS, Internet) and school telephone system
- Arrange orderly and secure storage of supplies
- Provide general advice and guidance to staff, pupils and others

### Responsibilities

- Be highly conscious at all times of representing the school positively and professionally
- 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 and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Be prepared to train as a First Aider

### General

To undertake any other duties appropriate to the grade of the post

# **What is Expected of You**

## **All staff are Educators**

**We will never lose sight of the over riding priority of putting the learning and progress of students first.**

We expect all educators at Marden to:

- Be committed to raising standards and continuous improvement
- Help fulfil the Every Child Matters outcomes
- Relate well to our students
- Put student needs first
- Be self starters and aim for the best in what they do
- Have confidence and competence in the use of ICT
- Be team players
- Communicate well
- Be positive and co-operative, especially in times of change
- Review what they do regularly
- Be punctual

...and to support, implement and develop House Style.

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## Person Specification

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Area	Criteria	Requirement
<b>Skills/Knowledge/Aptitudes</b>	<ul style="list-style-type: none"> <li>• To represent the school positively and professionally</li> <li>• Ability to work quickly, accurately and on your own initiative</li> <li>• Ability to deal pleasantly and efficiently with face to face and telephone enquiries</li> <li>• Ability to effectively prioritise tasks</li> <li>• Good keyboard skills</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team: understanding school roles and responsibilities and your own position within these</li> <li>• Ability to identify own training and development needs and co-operate with means to address these</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs A*-C including Maths &amp; English</li> <li>• First Aid qualification</li> </ul>	<p>Essential</p> <p>Desirable</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• General clerical/administrative work</li> <li>• Previous experience of working in a school</li> <li>• Reception experience</li> <li>• Experience of using SIMS</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Flexible “can do” attitude</li> <li>• Good record of health and attendance</li> <li>• Smart appearance</li> <li>• Satisfactory CRB</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>