

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