

MARDEN HIGH SCHOOL

Job Outline

Post: Receptionist (part time)

Grade: Grade 3 (195 days)

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

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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>