**Hotham Primary School**

**Job Description**

Receptionist (Scale 1 point 2)

Responsible under the instruction or guidance of senior staff to provide general administrative or financial support to the school.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Areas of Responsibility and Key Tasks**

1. **Organisation**
* Undertake general reception duties (e.g. answering school telephone, face to face enquiries and signing in visitors).
* Undertake general attendance duties (e.g. absence phone calls).
* Support with pupil welfare, including liaising with first aiders, looking after sick pupils, liaising with parents/staff etc.
* Assisting with arrangements for visits by external professionals (e.g. school nurse, photographer, SEN professionals, visiting schools)
* Supporting with events, including managing refreshments (e.g. interviews, open mornings, coffee mornings).
1. **Administration**
* Provide routine administrative support (e.g. managing the school email inbox, photocopying, filing, completing forms, responding to routine correspondence etc.)
* Maintain manual and computerised records and management information systems (e.g. SIMS)
* Undertake typing, word-processing, spreadsheet and other IT based tasks.
* Sort and distribute mail.
* Undertake routine administration (e.g. school meals, updating registers, printing class lists etc)
1. **Resources**
* Operate relevant ICT packages, including SIMS and Schoolcomms.
* Operate office equipment e.g. photocopier, computer etc.
* Arrange orderly and secure storage of supplies
* Receive deliveries and orders and arrange for distribution.
* Undertake routine financial administration e.g. collect and record dinner money

**c) Other Responsibilities**

* Take an active role in supporting pupil wellbeing, through attendance activities and contact with parents and pupils.
* Contribute to the overall ethos, work and aims of the school.
* Appreciate and support the role of other professionals.
* Be reflective, adaptable and proactive.
* Operate at all times within the stated policies and practices of the school.
* Establish effective working relationships and set a good example through presentation and personal and professional conduct.
* Participate in training and other learning activities and performance development as required.
* Attend and participate in relevant meetings as required.
* Take on any additional responsibilities which might from time to time be determined.
* Show a commitment towards school policies in Equal Opportunities and Child Protection, have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.

**Hotham Primary School**

**Person Specification**

Receptionist (Scale 1 point 2)

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| NVQ 1 or equivalent qualification or experience in relevant discipline | ✓ |  |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| **Experience** |  |  |
| General clerical, administrative and financial work as appropriate |  | ✓ |
| Experience of working successfully as part of a team | ✓ |  |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Knowledge of primary schools and how they operate |  | ✓ |
| Knowledge of relevant polices and codes of practice and awareness of relevant legislation |  | ✓ |
| Ability to relate well to children and adults | ✓ |  |
| Work constructively as part of a team, understanding school roles and responsibilities and your own position within these | ✓ |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Effective use of ICT packages (including Microsoft Office) | ✓ |  |
| Good keyboard skills | ✓ |  |
| Basic knowledge of first aid (or ideally, qualification) |  | ✓ |
| Able to communicate effectively (both orally and in writing)  | ✓ |  |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves  | ✓ |  |
| Good interpersonal skills, with the ability to work alongside others  | ✓ |  |
| Able to establish and develop close relationships with parents, staff and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own workload effectively  | ✓ |  |
| Shows an openness and willingness to constantly develop, building upon feedback and demonstrating the drive to improve | ✓ |  |