# **MARDEN HIGH SCHOOL**

# **Job Outline**

# **Post: Receptionist (part time)**

### Grade: Grade 4 (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**

# **Post: Receptionist (part time)**

### Grade: Grade 4 (195 days)

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| --- | --- | --- |
| **Area** | **Criteria** | **Requirement** |
| **Skills/Knowledge/Aptitudes** | * 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 | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Qualifications and Training** | * 5 GCSEs A\*-C including Maths & English * First Aid qualification | Essential  Desirable |
| **Experience** | * General clerical/administrative work * Previous experience of working in a school * Reception experience * Experience of using SIMS | Essential  Desirable  Desirable  Desirable |
| **Disposition** | * Flexible “can do” attitude * Good record of health and attendance * Smart appearance * Satisfactory CRB | Essential  Essential  Essential  Essential |