**Broughton Jewish Cassel Fox Primary School**

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| **Post title: School Receptionist** | | | |
| **Grade** | Grade 2A | **Staff**  **responsibility:** | No |
| **Scope of Work – appropriate for this post:**  **Reception**. To maintain a welcoming environment to the school ensuring all visitors are met and dealt with in an efficient, friendly and professional manner.  **Admin.** Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This includes the provision of general advice and guidance to pupils, parents and staff and calls for the use of a range of software packages. | | | |
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| **Accountabilities/Responsibilities – appropriate for this post may include:**  **Reception**   1. Maintain and manage the school Reception area; providing a welcoming environment for all visitors. 2. Deal with general enquiries from parents/carers and other visitors in a professional manner either in person, on the telephone or by written communication. 3. Ensure the DBS status of all visitors is checked and that all visitors to the school register on the schools computerised system reporting any concerns to the Office Manager. 4. Maintain a record of staff signing in and out of school during the school day. 5. Maintain a register of Fire Marshalls and First Aiders. 6. Receive and disseminate post and parcels. 7. Receive and send e-mails on behalf of the school, forwarding all incoming mail appropriately.   **Admin**   1. Provide general administrative support, including an efficient word processing and minute taking service as part of the main school admin team. 2. Maintain and update manual and computerised records as required. 3. Record, on the schools management information system, details of all pupils arriving late or leaving the school site during school hours. 4. Manage the use of the electronic communications systems taking full responsibility for the distribution of letters and text communications including the issue of ‘first day of absence’ communications. 5. Pursue with parents outstanding reasons for pupil absences, recording such information and producing attendance reports as required. 6. Submit attendance returns to the Local Authority and education hub. 7. Process orders for the academy using the the schools computerised system. 8. Undertake routine financial administration tasks as required. 9. Provide a photocopying service to the school 10. Organise the scanning and shredding of documents in-line with the schools data retention policies and procedures. 11. Organise the School Photograph Days 12. Ensure Meeting Rooms are properly booked by external agencies (Counselling Services, school nurse etc) 13. Assist in locating pupils for interviews or meetings as necessary.   **General**   1. To work within school policies and procedures. 2. To contribute to the provision of an effective environment for learning. 3. To support the promotion of positive relationships with parents and outside agencies. 4. To attend skill training and participate in personal/performance development as required. 5. To take care for their own and other people's health and safety. 6. To be aware of the confidential nature of issues. 7. Any other duties commensurate with the grade as may be required by the Principal or Business Manager. | | | |

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| **Contract Details** | 20 Hours / week, term-time only. |
| **Conditions** | The person appointed will be expected to be available to manage lettings on some evenings and occasional weekends. Flexibility will be required in relation to working hours so that these fit in with the schools needs. |
| **Hours of Duty** | |  |  |  |  | | --- | --- | --- | --- | | Monday | 12.45pm | to | 5.45pm | | Tuesday | 12.45pm | to | 5.45pm | | Wednesday | 12.45pm | to | 5.45pm | | Thursday | 12.45pm | to | 5.45pm | | Friday |  | to |  |     *Daily working pattern may be subject to change to meet the needs of the school and may require attendance on a Friday afternoon.*  *The post holder may, on occasions, be required to undertake paid overtime outside of normal school hours with due notice.* |
| **Additional :** | To support and demonstrate a commitment to the distinctive Jewish ethos of the school. |

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

Broughton Jewish Cassel Fox is committed to protecting and promoting the welfare of children.