

**THE CHERWELL SCHOOL**  
*Opportunity, Responsibility, Excellence*

**Job Description**  
**Receptionist**

**Responsible to:** School Administration Team Leader

**Salary Scale:** Grade 6

**Working Time:**

**Position 1:-**

**29.5 hours per week (over 4 days)**

Monday to Thursday 8.00 am – 4.00 pm

Friday 8.00 am - 3.30 pm

Term time only (Inset days to be discussed at interview)

**Position 2:-**

**6 hours per week (over 3 days)**

Tuesday 8.00 am - 9.00 am

Wednesday 8.00 am - 10.30 am

Thursday 8.00 am - 10.30 am

Term time only (Inset days to be discussed at interview)

**Position 3:-**

**7 hours per week (Fridays) (\*)**

Friday 8:00 am - 3:30 pm

Term time only (Inset days to be discussed at interview)

**(\*) Position 2 and position 3 could be combined to create 13 hours per week**

**Job Purpose**

To create a professional image and extend a warm welcome to all visitors to the school as well as to support the administration team. To support teaching and learning by providing high quality support as part of a committed and flexible team.

**Tasks:-**

**Organisation:**

- Undertake reception duties by promoting the ethos of the school by giving a professional and courteous service to all telephone enquiries and visitors, and ensuring they are aware of emergency evacuation procedures and the school's safeguarding policy
- Receive incoming telephone calls and answer or redirect as appropriate
- Maintain signing in and out records, checking DBS details and giving visitors the appropriate lanyard
- Assist with arrangements for visits by all outside agencies including school nurse, photographer etc
- Ensure that lost property is returned where possible, and if not, is placed in the designated area

**Administration:**

- Provide routine clerical support eg. photocopying, filing, emailing, completing routine forms
- Maintain manual and computerised records
- Sort and distribute incoming mail and frank all outgoing mail
- Undertake routine administration to ensure that the late procedure is followed correctly, assisting the Deputy Head's of Year (DHOY) with student absence(s)
- Any other duties as may reasonably be required by the Headteacher / Line Manager
- Be willing to be trained to provide First Aid to students and staff, including liaising with parents, staff and professional health carers
- Receive deliveries ensuring that the relevant department / individual is informed
- Ensure the Resource Room is fully stocked and arrange orderly and secure storage of supplies, ordering supplies when stock is depleted

**General Duties**

- Contribute to the overall ethos/work/aims of the school/River Learning Trust
- 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
- Carry out other duties as required from time to time
- Follow the Trust's Health and Safety rules and procedures (eg. GDPR) and adhere to safeguarding principles
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

**Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

**Notes:**

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.