

THOMAS BECKET CATHOLIC SCHOOL

JOB DESCRIPTION

OVERVIEW

Job Title	School Receptionist
Salary / Scale	Grade D.3/4 (£22,737pa - £23,114 fte)
Contract type:	Permanent, Term Time (38 weeks + 5 training days) Monday to Thursday: 9am to 4.30pm Friday: 9am to 4pm
Purpose of the Position	Act as the first point of contact and Ambassador for parents and visitors to the school and assist in day-to-day administration, following office procedures.
Key Responsibilities	Running reception and managing the resources required to run reception Interfacing with customers including telephone system, security entry systems and school office procedures. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually
Responsible to:	Senior Office Administrator and School Operations Coordinator
Accountable to:	Headteacher

MAIN RESPONSIBILITIES

1. Main Duties

- Welcome visitors and respond appropriately to telephone and email enquiries in a helpful and constructive manner and in line with our Communications with Parents policy.
- Lead First Aider
- Ensure that appropriate actions are taken in a timely manner.
- Ensure the safety and security of the school at all times.
- During school hours, make sure that the gates & doors are secure and entry to the premises controlled.
- Ensure all visitors sign in and are issued with a visitor lanyard and ensure they have the necessary id and DBS
- Communicate with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers, including phoning parents to ascertain reasons for pupils' absence.
- Assist with all admissions related tasks, including preparations for and assistance at school events including open days etc.
- Take calls and field enquiries from prospective new families.
- Receive, sort and distribute all packages, deliveries and mail on a daily basis in accordance with Trust and school policies.
- Ensure the reception area is kept clean and tidy and that noticeboards are kept up-to date.
- Keep staffing telephone lists, DSO and First Aid posters and Heads of Year Display Boards up to date
- Prepares all New Staff Information packs – organise pigeonholes
- Prepare signs/posters/displays when required
- Assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Manages the logging of all emergency first aid onto Handsam
- Takes delivery and distribution of pupils PE kits
- Books staff First Aid courses
- Supports Senior Office Administrator in providing an administrative support to the school.

2. School Aims

* To ensure a professional and personable welcome to pupils/parent/carers and external agencies at all Times.

3. Personal and Professional Conduct.

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Maintain strict confidentiality with respect to employee and pupil data in accordance with the Data Protection Act and Trust policies and procedures.
- Will establish, promote, and maintain effective relationships with parents, parishes, other schools and colleges and other persons and bodies outside the school. S/he will support an appropriate positive promotion of the school, and celebration of its achievements.
- Will accept and perform other tasks, from time to time, as directed by the Headteacher. Will perform tasks not specified here, that are necessary for the discharge of her/his primary duties.

4. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development and update knowledge required for the role

5. Working with colleagues and other relevant professionals

- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

6. Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

All staff to Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Good standard of education	√		Application form/certs
IT Packages	√		Application form/Certs
SIMS / Class charts/Brom com		√	Application form/Certs

2. EXPERIENCE

	Essential	Desirable	Evidence
Previous school experience		√	App form Interview
Able to use up to data computer packages, publisher, excel, word.	√		App form interview
Be able to communicate effectively with pupils/parents/carers and all external agencies	√		App form interview
Be able to show an understanding of safeguarding and confidentially	√		App form interview
Ability to work both independently and as part of a team	√		App form interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Excellent interpersonal and timekeeping management skills	✓		Interview/App Form
Competent at using IT packages	✓		Interview/App Form
Ability to think clearly in any emergency situations and act calmly and confidential	✓		Interview/App Form
Experience of managing and maintaining accurate and filing systems.		✓	Interview/App Form

4. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required carried out by the school

HOW TO APPLY

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Further information about the school can be viewed on the school website www.thomasbecket.org.uk or on the Trust website www.olicatschools.org.

Please apply via <https://www.mynewterm.com>

Many thanks.

CLOSING DATE: SUNDAY 23RD JUNE 2024

INTERVIEWS WEEK COMMENCING: MONDAY 24TH JUNE 2024



For more information, please contact Trust HR by email at TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org

