



Commitment to others, Commitment to learning.

Job Description

Job Title	Receptionist
Grade and Salary Range	Grade 6 SCP 8-13: £25,992 - £28,163 FTE £14,927 - £16,174 Actual, depending on experience.
Hours	Monday to Friday 08:15 - 12:30 & 12:00 - 16:15 and any additional cover as required and agreed
Contract type	permanent, Term-Time Only + Inset
Reporting To	Operations Manager / HRBP
Additional Information	The successful candidates will be engaging in regulated activity, working regularly in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose:

The School Receptionist serves as the first point of contact for visitors, students, and staff, ensuring a welcoming and professional atmosphere within the school. This role involves managing phone calls, greeting visitors, booking rooms, reprographics and providing administrative support to ensure the smooth and efficient day to day running and security of Reception.

Responsible for:

Reception:

- Providing an efficient and courteous service, dealing with general queries from students, staff and external visitors;
- Welcoming visitors, ensuring they are signed in and out in accordance with the Academy's Safeguarding policy;
- Operating the switchboard, taking messages, answering telephone queries and passing messages on promptly;
- Checking the reception email address and forwarding any messages to the correct person;
- Operating the security 'Control Access' letting visitors into the reception area promptly;
- Operating the tannoy system;
- Receive, sign and sort deliveries and post;
- Book taxis when required;
- Ensure the reception area is tidy and presentable, with all necessary stationery and material;
- Representing the school with a positive attitude and professional appearance;
- Assist with booking enquiries for TOA Leisure, passing on messages to the TOA Leisure Manager and Estates Team;



- CCTV observation and reporting incidents to the TOA Leisure Manager or a member of the Estates Team
- Perform other receptionist duties such as general administration, filing and photocopying.

Reprographics:

- Operating print and associated equipment including photocopiers, collating, binding, stapling and laminating machines.
- Operating ICT equipment to produce copy, using desktop publisher and other software.
- Producing a wide variety of printed and copied documents to meet the needs of the Academy.
- Filing, indexing and maintaining work originals as required;
- Support in training new staff to operate the photocopiers, collating, binding, stapling and laminating machines as required;
- To be proactive and be able to prioritise the workload;
- Check and maintain supplies of all other equipment used for resource making (labels, binders etc), stock of paper and supplies
- Monitor paper/card stock and order as necessary
- Ensure that the area is maintained and clean & tidy at all times;

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training.
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

The Oxford Academy 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.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy as part of the River Learning Trust need to be aware that they may be asked to perform tasks and be given responsibilities not specified on this job description.



Personal Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Good numeracy/literacy skills	
Experience	<ul style="list-style-type: none">• Experience of working as a Receptionist or in a face to face environment• General administrative experience	<ul style="list-style-type: none">• Working within a school
Skills	<ul style="list-style-type: none">• Excellent written and oral communication skills• Ability to coordinate and manage a number of activities• Ability to work to deadlines• Ability to work under pressure• Good personal organisation and self motivation• Good range of computer applications including Microsoft Office/Google Suite	
Personal Attributes	<ul style="list-style-type: none">• 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• Excellent timekeeping	