

School Receptionist

Grade: GR2

Job Description



1. Job Purpose

- 1.1 To provide a professional, efficient and customer focused service as the first point of contact for all Nansen Primary School pupils, parents, visitors and other stakeholders.
- 1.2 This post holder will provide clerical, and administrative support to the Senior Leadership Team and school to enable the delivery of a professional and efficient and administrative service

2. Key Responsibilities

- 2.1 Telephone and Reception duties.
- 2.2 To welcome all visitors to the school, following all safeguarding procedures.
- 2.3 General Administration duties including whole school photocopying, Word Processing and laminating.
- 2.4 General clerical support to the admin team and teachers.
- 2.5 Establishing contacts with a variety of outside suppliers of goods or services.
- 2.6 Assistance in collecting and reconciling school monies and providing statistical information as required; administering free school meals and milk in schools scheme
- 2.7 Assistance in for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Liaising with staff for organising school visits, camps and extra-curricular activities
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To ensure all tasks are carried out with due regard to Health and Safety

2.11 To undertake appropriate professional development including adhering to the principle of performance management.

2.12 To adhere to the ethos of the school

2.12.1 To promote the agreed vision and aims of the school

2.12.2 To set an example of personal integrity and professionalism

2.12.3 Attendance at appropriate staff meetings and parents evenings

2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: Senior School Secretary

3.2 Level of supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within establishment guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)
Receptionist/Admin	2	1	3.2.1

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE's in English and Mathematics at grade A* - C or equivalent	AF/C AF/C

<p>Experience Relevant work and other experience</p>	<p>Substantial experience of working in an office environment</p> <p>Experience of working in a school office (Preferred)</p> <p>Experience of a wide range of administrative functions</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Skills & Ability e.g. written communication skills, dealing with the public etc.</p>	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016</p> <p>Good working knowledge of Microsoft office (Word and Excel)</p> <p>Excellent interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work collaboratively.</p> <p>Ability to interpret varying situations and solve problems on a day-to-day basis.</p> <p>Ability to work with autonomy within set boundaries</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Ability to meet the physical demands of the post</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p>Training</p>	<p>Interest in own personal development and willingness to undertake further training</p>	<p>AF/I</p>
<p>Other</p>		
	<p>All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.</p>	

