



John Henry Newman Catholic College

JOB DESCRIPTION - Receptionist

Salary Grade B £24,027- £24,790 (FTE)

39 hours per week

Term Time Only (including inset days)

Reporting to: Office Manager

Start Date: January 2025

Purpose of post: To provide reception and administrative services to the College.

Responsibilities and Duties

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities, which reflects the position.

You are required to work as part of the administrative team, taking a reasonable share of general, clerical and administrative tasks. In addition, you have specific responsibilities for some key tasks as set out below.

Responsibilities specific to the post

- To ensure that the reception desk is always manned during normal school hours. • To greet all visitors and callers in a pleasant and efficient manner.
- To answer all incoming calls, both internal and external, redirecting/taking messages as necessary and acting on instructions received.
- To relay messages accurately and promptly to staff and students.
- To receive all visitors and ensure they sign in and out in accordance with college procedures. • To maintain a neat, welcoming and professional reception area.
- To prepare and collate outgoing post for collection daily
- To deal with general day to day queries from staff, students and parents. • To refer questions or concerns through the appropriate routes within school. • To accept parcels and deliveries for the school.
- To undertake administrative tasks and other communication, as requested.

You will also be required to undertake any other reasonable and related duties and responsibilities commensurate with the grade of the post.

WORKING HOURS

Working hours are 39 hours a week, term time only including inset days.

(Mon/Tue/Thu/Fri 8am – 4:30pm and Wed 8am – 4pm.)

John Henry Newman Catholic College, part of Our Lady and All Saints Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.

All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service check (DBS) and where relevant, a childcare disqualification check. Any offer of employment will be subject to satisfactory references and other satisfactory pre employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

An online search will also be carried out as part of due diligence on all short-listed candidates.

We reserve the right to close the vacancy when we are in receipt of sufficient applications. Therefore, should you wish to apply for the post you are advised to complete and submit your application as soon as possible.