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**Job Title: Receptionist – Part Time (Job Share)**

**Reporting to: Headmaster’s PA**

**Based at: Senior School**

**The role:**

Based in the front office at Churcher’s College Senior School, the Receptionist is at the nerve centre of the School, dealing with all incoming messages by telephone, email, receiving visitors to the School and handling all incoming and outgoing mail.

This role assists staff, parents and pupils on a daily basis, therefore the successful applicant will already possess excellent communication skills and telephone manner, with strong administrative and IT skills.

The Receptionist has the following list of responsibilities either directly, jointly or through devolved structures.

**Key responsibilities**:

**Reception**

* Welcome all visitors to the school.
* Assist with all enquiries/queries from parents, pupils and visitors.
* Answering the telephone.
* Taking messages from the school voicemail, respond and/or pass on as appropriate.
* Check emails and action appropriately and promptly.
* Checking and completing the pupil attendance registers for morning and afternoon registration and follow up absences if necessary.
* Ensure future absences are recorded and maintained.
* Enter visitors on the Vitar system and prepare visitor badges.
* Distribution of registers to form tutors on the field in the event of a fire or fire drill.
* Preparing interview information for candidates.
* Ensuring the efficient distribution of incoming mail and dispatch of outgoing mail.
* Preparing envelopes and collecting end of term material to be sent home or posted.
* Supporting and assisting pupils and teachers when required.
* Pupil filing.
* Reorganising filing cabinets during school holidays.
* Arranging the delivery of newspapers for the school.
* Maintain tidiness of the front office.
* Other ad hoc duties as directed by the Headmaster’s PA.

**Personal Qualities**

* Smart appearance.
* Excellent communication skills with job-sharer, parents, pupils, staff and visitors.
* Flexibility and the ability to work as part of a team.
* Cheerful and positive attitude.
* A professional and pleasant telephone manner.
* Thoroughly organised with the ability to remain calm and professional when under pressure.
* Able to work with confidential data and with regard for data protection.

**Skills and Experience**

* An excellent standard of literacy and numeracy.
* Previous experience of working in a school is preferred but not essential.
* Computer literate and proficient in all Microsoft packages and ideally have used a school database system.
* Previous experience of working in a busy reception/office is preferred.
* Experience of operating a telephone system
* General secretarial and administrative experience.

**Salary and Basis:**

Location: Churcher’s College Senior School, Ramshill, Petersfield GU31 4AS

Responsible to: Headmaster’s PA

Hours: 17 hours per week 8am – 5.00pm Thursday and Fridays with ½ hour for lunch, the office is open 9 – 4pm in the school holidays

Attendance at our Annual Open Day and Entrance Assessment Day will be required.

Pay: £9918 per annum (based on 17 hours per week, full year)

Holiday: Five weeks per annum pro-rated to be taken during the school holidays.

Start date: October/November 2017 and subject to DBS clearances.

Trial period: Three months

Notice A written notice period of half a term is required for either the Employer or Employee to reasonably terminate the employment Contract.

Pension: The post holder is entitled to join the Local Government Pension Scheme.

To Apply Please send CV and application form (available on the website) to Nicci Kilpatrick, HR Officer, Churcher’s College. Ramshill, Petersfield, Hampshire GU31 4AS, or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com).

**Closing date: 12 noon Monday 25 September 2017**

**In order to comply with the Children’s Act, all staff appointed to positions at Churcher’s College must undergo an enhanced DBS criminal records check. A copy of the school policy on DBS is available on request. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions or other factors which may be relevant to their employment in a school environment.**