**Job Description**

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|  | **Job Title**  | Receptionist  |
| **School**  | Preston Park Primary School |
| **Location**  | College Road, Wembley, HA9 8RJ |
| **Grade** | Scale 2 (Point 10-13) |
| **Reports to** | School Business Manager |
| **Staffing Responsibility** | N/A |
| **Restricted** | No |

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| **Job Purpose:** 1. To provide, under the direction and instruction of senior staff, routine clerical, administrative and financial support to teaching and administrative staff of the school.
2. To contribute to the overall ethos, work and aims of the school.
3. Welcome visitors to the school and ensure compliance with safeguarding requirements.
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| **Principal Accountabilities And Responsibilities:**1. Provide general clerical and administrative support to teaching and administrative staff, including photocopying, filing, faxing, emailing, and sorting and distributing mail.
2. Ensure hospitality is in place for visitors and meetings.
3. Ensure school communication is sent out in a timely manner.
4. Use room booking systems to ensure spaces are not double booked.
5. Complete standard forms, respond to routine correspondence, and maintain manual and computerised records and management information systems.
6. Produce a range of data and information, for example, pupil data.
7. Direct parents to apply for free school meals and keep the database updated.
8. Undertake typing, word-processing, spreadsheets, databases and other IT-based tasks.
9. Take notes at, and produce records of, meetings
10. Carry out routine administration procedures including:
* Handling incoming and outgoing post;
* Maintaining and collating pupil reports;
* Maintaining stocks and supplies and distributing materials across the School
* General financial administration, e.g. processing orders for equipment and supplies.
* Arranging and/or undertaking, document production services.
* Taking money from parents, staff and children; provide receipts; pass money to the finance office on a daily basis with accurate records.
* Administer payments for school trips, meals, clubs, purchases on parentpay.
* Support with collecting and counting money on ad hoc days e.g. children in need.
1. Undertake routine administration of school lettings and other uses of school premises.
2. Undertake reception duties, including responding to general telephone and personal enquiries, and signing-in to schools premises of visitors.
3. Provide general advice and guidance to staff, pupils and others.
4. Assist with first-aid and welfare duties for pupils, including looking after sick pupils and liaising with parents and staff.
5. Assist with arrangements for school trips and events.
6. Participate in training and development activities and programmes, and attend and participate in meetings as required.
7. Appreciate and support the role of other professionals.
8. Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
* Safeguarding,
* Health, safety and security,
* Confidentiality, and
* Data protection.
1. Contribute to the school’s commitment to equality of access to opportunities to learn and develop for all pupils.
2. Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.
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|  Person Specification  |

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| **Post Title:** |  Receptionist  |
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| **School:** |  P Preston Park Primary School |

**please note**

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

| **method of assessment** |
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| **applicationform** | **interview** | **test** |
| **1. abilities** |  |  |  |
| 1. Ability to operate a range of basic resources and equipment, including computers and photocopiers
 | **\*** |  | **\*** |
| 1. Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.
 | **\*** |  |  |
| 1. Ability to absorb and understand a wide range of information concerning the functions of the school.
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| 1. Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.
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| **2. skills** |  |  |  |
| 1. Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, visitors and parents/carers.
 | **\*** |  | **\*** |
| 1. Good standard of numeracy and literacy skills.
 | **\*** |  | **\*** |
| 1. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.
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| **3. knowledge** |  |  |  |
| 1. Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.
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| 1. Knowledge of first aid procedures.
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| **4. education and professionalqualifications essential to the post** |  |  |  |
| 1. NVQ level 3, or able to demonstrate an equivalent level of attainment through relevant qualification or experience.
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| 1. GCSE or equivalent in English and Maths - grade C or above
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| **5. experience** |  |  |  |
| Evidence of successful clerical, administrative and financial experience in a comparable working environment. | **\*** |  |  |
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| **6. equal opportunities relevant to the post** *(mandatory)*  |  |  |  |
|  Understanding and commitment to the Council’s and School’s Equal Opportunities policy. | **\*** | **\*** |  |
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| **7. customer care relevant to the post** *(mandatory)*  |  |  |  |
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