



**Receptionist**

**Application Pack**

**Click for Application Form**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: [office@furzeplatt.com](mailto:office@furzeplatt.com) | Website:  
[www.furzeplatt.com](http://www.furzeplatt.com)

Tel: 01628 625308 | Fax: 01628 782257



## *Learning Together*

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## **Would you like to join the support staff team of an extremely popular and expanding secondary school?**

Due to expansion we have the following exciting opportunity to start as soon as possible:

**Receptionist Thursday and Friday preferably with an 8am start (negotiable)  
Term time only, 15.5 hours per week. Actual salary range £6,390-£6,765 pa depending on experience (pay review pending)**

We are looking for someone ideally with some experience of using switchboards, IT systems and working in a customer based environment. As well as operating the switchboard you will be the first point of contact with visitors in school. You will also support the student services team by triaging medical assistance requests from students and carry out ad-hoc administrative tasks when time permits.

This role requires someone who is professional and is willing to keep our Reception area tidy and well stocked with school literature which our visitors can enjoy whilst they are waiting to meet our students and staff.

If you are an effective and confident communicator, able to remain calm under pressure and make decisions in a busy school environment we would welcome an application from you. Experience of working in an educational or customer based environment would be an advantage.

**For further information about this role and in order to complete an application form please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to [gill.dandridge@furzeplatt.net](mailto:gill.dandridge@furzeplatt.net) . Only applications submitted on the school application form will be considered.**

**Closing date: Monday 19<sup>th</sup> March at 9.00am • Interviews: w/c 19<sup>th</sup> March onwards**

*Furze Platt Senior School is committed to the protection and safety of its students. Posts are subject to an enhanced disclosure by the Disclosure Barring Service.*



# Receptionist

## Job Description: Receptionist

<b>Line Manager:</b>	Human Resources Manager
<b>Main Purpose of Role:</b>	To be an effective, efficient and professional first point of contact for staff, students, parents/carers and outside visitors during school hours. To carry out the necessary administrative support tasks as and when required.

### Main Responsibilities:

1. Operate the telephone switchboard to answer, screen, log and forward calls, provide information, take messages if necessary and deal with any urgent enquiries.
2. Be the first point of contact with visitors into school, ensuring they can enter the school during times when the gates are closed, that they sign in and receive a badge, and are met and escorted to relevant locations within the school environment.
3. Be the first point of contact with new students ensuring they purchase the right House tie and are collected by their Head of House.
4. Carry out administrative support tasks such as distributing internal and external post, parcels (including Exam parcels), daily franking of post, updating student details in SIMS and other administrative duties as requested by the HR Manager.
5. Manage the appointment sheets for parent/student tours of the school.
6. Act as a backup to the Headteacher's PA who ensures that staff members covering call out are contacted when a request for help is registered by a teacher or other member of staff, and log all callouts on the relevant document.
7. Record any amounts of money which students bring to Reception clearly, and store in the appropriate place.
8. Receive and re-direct slips and money associated with school trips and revision materials.
9. Understand and operate the room booking system as and when required.
10. Keep the Reception area tidy, professional looking and stocked with up-to-date documents which visitors to the school can read and refer to.
11. Log all students who come to Reception for medical assistance, deciding next steps, and recording any who visit Sick Bay in the school based information system.
12. Maintain and keep up-to-date the records of students who arrive in school after medical or other appointments and those who sign out. Transfer these records to the school's management information systems (SIMS, Go4Schools).

### OTHER

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

<b>Name:</b>	<b>Signature:</b>
<b>Date:</b>	

***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

# Receptionist

## Person Specification: Receptionist

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs including English &amp; Maths at Grade C or above (or equivalent).</li> <li>Microsoft Office skills, particularly Excel and Word.</li> <li>Eligible to work in the UK.</li> </ol>	✓ ✓ ✓		Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Using switchboards.</li> <li>Working in an educational environment.</li> <li>Working in a customer based environment.</li> <li>Carrying out administrative tasks.</li> <li>Using Word and Excel.</li> <li>Using in-house IT systems – SIMS, Googledocs</li> </ol>	✓ ✓ ✓ ✓	✓ ✓ ✓	Application form and interview
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Smart appearance and professional approach when dealing with staff, students and visitors.</li> <li>Able to communicate effectively and confidently with staff, students and visitors.</li> <li>Work well under pressure and be decisive in a busy school environment.</li> <li>Good administrative skills including an attention to detail and accuracy.</li> <li>Willingness to take on additional responsibilities, particularly during busy times in the Administrative Support Department.</li> <li>Able to remain calm and think effectively when an emergency occurs.</li> <li>Able to manage own time, prioritise and use initiative.</li> <li>High levels of honesty and integrity.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References