



WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

December 2022

Dear Colleague

RECEPTIONIST (MORNING)

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Tuesday 3rd January 2023**

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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RECEPTIONIST (MORNING)

30 hours per week (7.30am – 1.30pm) term time only
Scale G2 - £16,421 per annum

Responsible to:

Office Manager

Job Description:

- Operate the school switchboard with a professional and friendly approach
- Deal with a wide range of enquiries in a helpful, welcoming manner, both from the general public, parents, staff and students
- Greet visitors to the school and make them feel welcome
- Ensure visitors to the school site have the appropriate DBS clearance for their role.
- To liaise with the Office Manager to update the DBS file of regular contractors and external professionals in a timely fashion
- Maintain the integrity of the school's safeguarding line at all times, monitoring the CCTV and operating the door access control
- Use e-mail on a daily basis to pass on and receive information quickly and accurately
- Keep an accurate record of students and staff leaving from and returning to the site during the school day
- Use the school's SIMS database to maintain accurate student information
- Assist with refreshments for visitors
- Receive deliveries and arrange safe removal to delivery store
- Take responsibility for the incoming/outgoing post
- Organise meetings and arrange appointments between staff, parents and outside agencies as required
- Oversee the 6th Form students leaving and returning at lunchtimes
- Liaise with Site Staff to meet outside contractors who attend the school site
- Organise the collection and distribution of work for students as requested
- Take responsibility for student filing
- Contribute to the school's administration tasks, including typing documents using Word or Excel
- Keep up-to-date with all school routines, procedures and training
- Carrying out other tasks as required by the Headteacher or Office Manager commensurate with the grade

Person Specification:

The post holder will:

1. Have a friendly and helpful manner which represents the school in the best possible way
2. Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure
3. Be numerate and literate with a good level of education.
4. Have strong attention to detail and accuracy
5. Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. students, teachers, parents/carers
6. Have a good level of administrative skills including MS Office, Excel and Word
7. Be self-motivated, enthusiastic and hardworking and flexible in their approach
8. Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach
9. Have a pro-active approach to problem-solving
10. Embrace new technologies and ideas that enhance and improve administrative tasks



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11. Have excellent punctuality and attendance
12. Maintain complete confidentiality and discretion at all times
13. Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
14. Be committed to the principles and practice of safeguarding all young people

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