



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

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| Job title | Receptionist |
| Grade | D (SCP 7-10) |
| Contract | 36 hours per week, term time only plus 5 additional days Or 25 hours per week part-time with days and times to be agreed Additional days are worked to support activities out of hours and during the summer holiday. |
| Working pattern | Monday – Thursday, 7.30am – 3.30pm and Friday 7.30am – 3.15pm with a 45-minute unpaid break (full time). Days and times to be agreed (Part-time) |
| Actual salary | £21,324.16- £22,422.23 (Full Time) £14,808.44 - 15,570.99 (Part-time) (pay award pending) |
| Responsible to | School Business Manager |

Core Purpose

The core purpose of the role is to provide a calm, professional, efficient, and effective reception service to the school.

The post holder will be the first point of contact for visitors and telephone enquiries always using safeguarding and confidentiality principles.

Job Description

Reception Duties

- To receive incoming visitors, telephone calls, e mails and messages dealing with any queries in a professional and courteous manner.
- To control entry and exit to/from the school, ensuring that visitors sign in and out and visitor badges are issued, and safeguarding procedures are followed, maintaining the data stored in the school 'Sign In' app.
- To communicate with parents and other stakeholders as required, in a professional and courteous manner, using the most appropriate method of communication.
- To monitor the central school admin email account, responding as appropriate.
- To operate and maintain a booking system for meeting rooms and ICT facilities.
- To operate and maintain a system for issuing lockers to students.
- To sort and distribute both incoming and outgoing school mail and deliveries.

- General administrative support for the school office.
- To support with the organisation of school events such as Activities Day, Open Evening, Parents' Evenings, Awards' Evenings and Exam Results Day.
- Any other duties required commensurate with the grade, as necessary.

Contribution to Whole School

- Taking ownership for managing the school entrance environment to ensure it promotes the school's ethos.
- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example.
- Administering First Aid and reporting of incidents/accidents (First Aid at Work).
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and assist in the training and development of staff as appropriate.
- To actively promote the school's policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required.
- Supervise students on visits, trips and out of school activities as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.