



## Part of Waverley Education Foundation Trust

### JOB DESCRIPTION

**Name:**

**Job Title:** Receptionist

**Grade:** GR2

**Start Date:**

#### **1.0     JOB PURPOSE:**

- 1.1 To act as Receptionist in the college, by providing support for a range of office functions

#### **2.0     DUTIES AND RESPONSIBILITIES:**

- 2.1 Providing reception and switchboard support to the college
- 2.2 Providing clerical support to the college's administrative function
- 2.3 Receiving, signing in and dealing with or directing pupils, parents and other visitors to the college as appropriate
- 2.4 Taking telephone calls and delivering messages as appropriate
- 2.5 Supporting the attendance officer as and when required
- 2.6 Receiving and sorting incoming mail for delivery to appropriate staff
- 2.7 Recording, stamping/franking and posting outgoing mail
- 2.8 Occasional routine word processing, as and when required
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To aid with the administration of first aid and medication
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the Waverley Studio College
  - 2.13.1 To promote the agreed vision and aims of the college
  - 2.13.2 To set an example of personal integrity and professionalism
  - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 To support with reception duties across the trust as and when required.
- 2.15 Any other duties as commensurate within the grade in order to ensure the smooth running of the college and the trust.

**OBSERVANCE OF THE TRUST'S EQUAL OPPORTUNITIES & SAFEGUARDING POLICIES WILL BE REQUIRED**



**3.0 SUPERVISION RECEIVED:**

**3.1 Supervising Officer's Job Title:** Student Experiences Manager

**3.2 LEVEL OF SUPERVISION**

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

**4.0 SPECIAL CONDITIONS:**

- 4.1** To be familiar with, and strictly observe, the requirements of the Trust's safeguarding policies including Child Protection and Health and Safety.
- 4.2** To adhere to the Trust's Code of Conduct for all staff
- 4.3** To undertake any other duties as commensurate with the grade in order to ensure the smooth running of Waverley Studio College

**5.0 REVIEW AND AMENDMENT:**

This job description is normally subject to an annual review. It may be amended at the request of the Principal or the post holder after consultation.

**LINE MANAGER**

The post holder will be responsible to the Student Experiences Manager

Signed \_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Principal)

\_\_\_\_\_ (Date)

**Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

**March 2023**