



Woking High School

Inspire, Challenge, Achieve



School Receptionist

Application Pack

Autumn 2024



Woking High School
Inspire, Challenge, Achieve

For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

School Receptionist

Surrey Pay Level 5 – £12,904 - £14,361 actual (£25,777 to £28,686 FTE).

3 Days a week (Wednesday and Thursday 8.00am – 4.30pm, Friday 8.00am – 2pm), 38 weeks per year, term time only

Permanent contract

Start date January 2025

Reporting to Office Manager

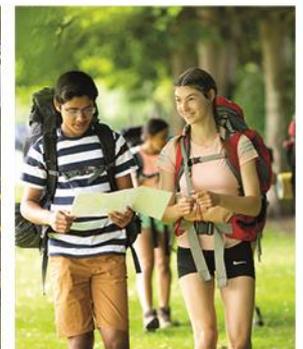
Closing date for applications: 10am, Monday 9th December 2024

Job Profile

To provide a welcoming, efficient, professional and friendly first point of contact for visitors and callers to the school and manage the Reception area.

Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens. To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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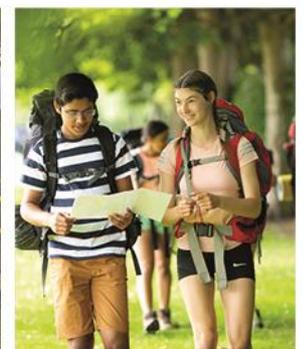
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Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

Key Responsibilities

- Provide a warm and friendly first point of contact for the school: welcoming visitors and responding to telephone and email enquiries in a polite, professional and constructive manner.
- Ensure all visitors are greeted and signed in correctly, including monitoring the security gates allowing visitors/students/staff to enter or leave, while ensuring all safeguarding procedures are followed.
- Sign students in and out during the day, communicating with parents and staff where necessary, using school communications and data systems.
- Ensuring the safety and security of the school in line with safeguarding procedures.
- Liaise with Attendance Officer and Safeguarding Team regarding students signing in and out of school.
- To deal sensitively and respectfully with confidential information and following safeguarding and data protection regulations.
- Update Reception entry system (InVentry) including software, troubleshooting, staff communications and updating instructions.
- Receive and pass on all enquiries to the appropriate person, following up referrals and ensuring completion of requests.
- Supervise the student receptionists ensuring they understand and carry out their role to a high standard,





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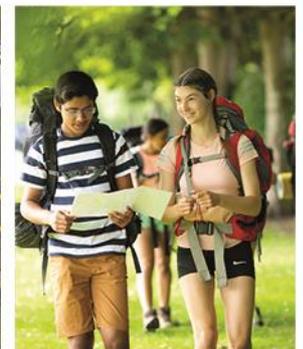
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- Issue ID Badges for staff.
- Ensure the Reception area is always a welcoming place by maintaining a high standard of organisation and cleanliness.
- Receive, distribute and frank delivery of all post and parcels, liaising with Site team for their distribution.
- Administer daily Reception diary and allocate car-parking spaces for visitors.
- Deal with all aspects of the telephone system, including troubleshooting, software and hardware issues, ensuring out of hours messages are up to date and ensuring telephone extension lists are updated throughout the year.
- Update and communicate the staff telephone list and update staff pigeon holes.
- Manage the ordering of supermarket provisions and ensure staffroom provisions are kept well stocked.
- Provide administrative support to the School Office under the direction of the Office Manager, including photocopying, laminating and other tasks, as required.
- Provide first aid support, as required.
- Actively participate in a programme of self / professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- Undertake any other tasks as directed by the Office Manager and SLT and consistent with the grade of the post that may be required.

Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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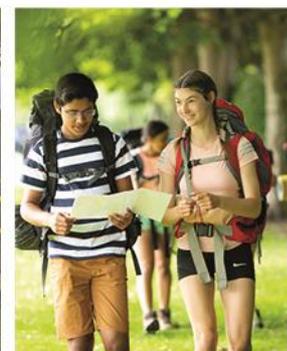
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Person Specification

	Essential	Desirable	Evidence From
Qualifications and Training			
GCSE, or equivalent in English and Maths.	✓		A/C
Educated to A Level Standard.		✓	A/C
Evidence of Continuous Professional Development.	✓		A/C
Safeguarding training.		✓	A/C
First Aid training.		✓	A/C
Knowledge, Experience and Skills			
Excellent administrative and organisational skills, with the ability to prioritise and work under pressure.	✓		A/I
Experience of managing a busy reception.		✓	A/R/I
Excellent ICT skills, especially Word, Excel and Outlook	✓		A/I
Excellent telephone manner.	✓		A/I
Excellent communication skills, both written and verbal.	✓		A/I
Experience of working with young people.		✓	A/I
Experience in using SIMS and ClassCharts		✓	A/I
Personal Qualities			
A positive and sunny disposition.	✓		A/R/I
Strong attention to details and ability to work with a high level of accuracy.	✓		A/R/I
Discrete and trustworthy.	✓		A/R/I
Helpful, approachable and positive.	✓		A/R/I
Ability to act as an excellent role model for staff and students.	✓		A/R/I
Good record of attendance.	✓		A/R/I
A calm and resilient nature and remain professional at all times.	✓		A/R/I
Flexible approach to working hours.	✓		A/R/I
Excellent time management and organisational skills.	✓		A/R/I
Good awareness of equality issues.	✓		A/R/I
Ability to follow direction and work collaboratively with colleagues.	✓		A/R/I
Able to take ownership of tasks and work with minimal supervision.	✓		A/R/I
Ability to adhere to working procedures and policies.	✓		A/R/I
Willingness to participate in development and training opportunities.	✓		A/R/I

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate





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Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

