

# FIR VALE SCHOOL

## Job Description

**Post Title:** Receptionist/General Administrator

**Hours of Work:** 37 hours per week

**Scale:** Grade 3 (SCP 5 - 6)

**Responsible to:** Business Manager

### Overall purpose of the post

- To provide a professional and efficient Reception service for the School
- To provide administrative support to the School

### Responsibilities and accountabilities

1. Responsibility for answering incoming calls to the School
2. Responsibility for greeting and dealing with visitors to the School.
3. Ensuring all visitors to the School are recorded and have completed the relevant 'signing-in' process and ensuring safeguarding procedures are met.
4. Opening and distribution of post and parcels delivered to the School.
5. To operate office equipment e.g. computers, photocopiers and telephones
6. Responsibility for administration and typing duties to support the school.
7. To be part of the school's first aid team. (training provided)
8. Providing organisational support for student vaccinations programmes.
9. Contacting the Emergency Services as directed during any emergency.
10. Collecting and storing all lost property.
11. General administrative duties for the School including supporting other teams.
12. Contribute to team working by supporting colleagues across the school.
13. Contribute to the overall ethos/work/aims of the school
14. 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.
15. Participate in training and other learning activities as required.
16. To comply with the School policies and procedures at all times.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

- Other duties as may be reasonably required in agreement with the Headteacher.

# FIR VALE SCHOOL ACADEMY TRUST

## Person Specification

### Receptionist & General Administrator

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Skills/knowledge/ experience	<ul style="list-style-type: none"> <li>• Excellent Communication and listening skills</li> <li>• The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post</li> <li>• Ability to respect and maintain confidentiality</li> <li>• Working knowledge of standard computer packages (word processing, email and spreadsheets)</li> <li>• Ability to provide professional and effective reception service to all School visitors, pupils, parents and staff</li> <li>• Efficient and effective organisational skills</li> <li>• Ability to relate to pupils in a pleasant sympathetic manner</li> <li>• Ability to recognise potential child safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using SIMs</li> <li>• First Aid qualification or willingness to undertake First Aid training</li> </ul>	<p>Application form</p> <p>Supporting statement</p> <p>Interview</p> <p>References</p>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• GCSE qualifications in English and Mathematics or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency First Aid at Work (3 day) Training or willingness to undertake</li> <li>• Willingness and ability to obtain and/or enhance qualifications and training for development in the post</li> </ul>	<p>Application Form</p> <p>Supporting statement</p> <p>Interview</p>
<b>Work related Circumstances</b>	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced Criminal Records Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> </ul>	<p>Application Form</p> <p>Supporting statement</p>

			Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work accurately and under pressure</li> <li>• Ability to adapt to changing work loads</li> <li>• Self-motivated and ability to motivate others</li> <li>• To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance etc.</li> <li>• Flexible team worker</li> </ul>		Application Form Supporting statement Interview References