

Job Description



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| Date | June 2015 |
| Post Title | Receptionist |
| Post No. | EDSCH01819 |
| Grade | Grade 1, SCP 7 - 11 |
| Section | Llanwern High School |
| Service Area | Resourcing, Support and Coordination |
| Service Grouping | Lifelong Learning and Leisure |
| Responsible To | Director of Business |

Job Purpose

Under the instruction/guidance of senior staff, provide routine general clerical, administrative and financial support to the school.

Key Results Areas

Organisation

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, etc.
- Assisting with arrangements for visitors and events.

Administration

- To collect cash from various lettings and update relevant lettings spreadsheets.
- Provide routine clerical support, e.g. photocopying, filing, faxing, e-mailing, complete routine forms such as booking rooms.
- Maintain manual and computerised record/management information systems, including input of data.
- Undertake typing, word processing and other IT-based tasks.
- Sort and distribute mail.
- Undertake routine administration.
- To sell light refreshments (teas and coffees) to visitors of the school.

Resources

- Operate office equipment, e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies, compile and maintain school inventory.

Responsibilities

- 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.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, including staff meetings.
- Participate in training and other learning activities and performance development as required.

Qualifications and Experience

5 GCSEs grades A - G or equivalent level qualifications
Good numeracy / literacy skills

Supervisory Responsibilities

None

Supervision Received

Director of Business/Administration/Support Manager

Principal Contacts

Director of Business
Head Teacher
Deputy HeadTeacher
Administration/Support Manager
Classroom Teachers
Other Support Staff
Pupils
Parents

Special Conditions

Disclosure & Barring Service Checks

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure & Barring Service Check. Further information about Disclosure & Barring Service Checks and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

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| <p>This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.</p> |
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Job Requirement



Date **June 2015**
Post Title **Receptionist**
Service Area **Resourcing, Support and Coordination**

| Requirement | Essential or Desirable | How Tested (S) used at Shortlisting |
|---|------------------------|-------------------------------------|
| Education/Qualifications/Knowledge | | |
| 1.1 5 GCSEs grades A - G or equivalent level qualification | E | Application Form (S) |
| 1.2 Good numeracy/literacy skills. | E | Application Form (S) / Interview |
| 1.3 First Aid qualification | D | Application Form |
| 1.4 Relevant wordprocessing qualification e.g. RSA II | D | Application Form |
| Experience | | |
| 2.1 A minimum of 6 months general clerical /administrative /financial work. | D | Application Form |
| 2.2 Experience of handling and banking money | D | Application Form / Interview |
| Aptitudes and Skills | | |
| 3.1 Ability to use relevant equipment / resources e.g. photocopier | E | Application Form (S) / Interview |
| 3.2 Good keyboard skills, including wordprocessing. | E | Application Form (S) / Interview |
| 3.3 Good verbal and written communication skills and ability to relate well to children and adults. | E | Application Form (S) / Interview |
| 3.4 Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities. | E | Interview |
| 3.5 Ability to identify own training and development needs and participate in on-going training | E | Interview |
| Personal Attributes | | |
| 4.1 Ability to deal calmly with different situations as they arise | E | Interview |
| 4.2 Develop good relationships with pupils, parents and | E | Interview |

staff

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| 4.3 Understand and respect the principles of confidentiality | E | Interview |
| 4.4 Approachable with a good sense of humour | E | Interview |

Circumstances

5.1 None

Equal Opportunities

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| 6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council | E | Interview |
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