**Stone Bay School**







**School Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**“Getting it right for every student”**

**Job Description**

| **Post:** | Office Receptionist |
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| **Salary:** | Kent Range 3 |
| **Hours:** | 25 hours, 8.30am – 1.30pm Monday to Friday (Term time only) |
| **Responsible to:** | Office Manager / Business Manager |

**Key responsibilities**

The postholder will be responsible for the School’s Reception service and to provide a range of administrative support services, as a member of the Administration Team, to ensure the efficient and effective day-to-day running of the School.

The receptionist is the first point of call for visitors to the school, parents, staff and children. As the ‘face’ of the school the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a ‘can do’ approach to work, as no two days are the same. The receptionist is also required to assist the Office Manager with various administrative tasks.

**Duties and responsibilities:**

**Reception**

* To be the first point of contact for visitors to the school, extending a warm welcome – including parents, visitors, contractors and delivery staff.
* To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages as required. To check the answer phone for messages each morning.
* To follow the school’s safeguarding procedures ensuring all visitors are signed into the school, photo ID has been checked, mobile phones requested and stored securely, passes and visitors lanyard issued and inform the member of staff their visitor has arrived in reception.
* To be the first point of contact for agency staff ensuring they are signed in, passes, visitors lanyard and keys issued. To alert the Office & Finance Manager of any new agency staff so appropriate safeguarding checks can be undertaken.
* Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers in a timely manner with minimum disruption to lessons.
* Maintain movement log for school car & minibus keys and shared activity rooms.
* To ensure that the reception area remains tidy and that literature and forms are updated and replenished as necessary.
* To receive and sign for all packages and deliveries
* To record and post all outgoing mail.

**General administration duties**

* Collate class registers and check pupil absences by 10am. Report on all unauthorised absences.
* To provide first day calling to parents of absent pupils.
* Maintaining school information, records and databases.
* Responsible for ensuring the school office and class resources cupboards are stocked and maintained. Raising orders to ensure that stock levels are maintained
* Recording of staff training
* Recording and monitoring pupil free school meals
* Routine finance administration including petty cash
* Check the school's meeting room to ensure it is tidy and prepared for the day’s meetings.
* Responsible for archiving of staff and pupil records.
* Any other duties as required by the Headteacher or other member of the Leadership Team

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

**Equality and diversity**

Stone Bay school is committed to valuing diversity in employment and its general environment. An expectation of all posts within the school is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person specification**

|  | **CRITERIA**  |
| --- | --- |
| **QUALIFICATIONS** | NVQ Level 2 or equivalent |
| **EXPERIENCE** | Experience of development, management and operation of administrative systems. Experience of working in an office |
| **SKILLS AND ABILITIES** | * Literacy and numeracy skills
* Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions
* Interpersonal, organisational and administrative skills
* Ability to develop and maintain effective computerised and manual filing systems
* Ability to organise and prioritise workload to achieve deadlines
* Ability to investigate complex queries and anomalies when required
* Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned
* Coordination skills when arranging meetings and appointments and arranging client care when required
* Ability to monitor and process accurate financial records
* Commitment to equalities and the promotion of diversity in all aspects of working
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| **KNOWLEDGE** | * Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
* Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol
* Knowledge of a range of IT systems
* Knowledge of computerised and manual filing systems
* Awareness of Data Protection and confidentiality issues
* Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety and Safeguarding
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Stone Bay School is committed to safeguarding and promoting the welfare of children and young people. Applicants will be subject to recruitment and selection procedures designed to emphasise the school’s commitment to the safeguarding of its pupils and staff. Posts are subject to an enhanced DBS disclosure, two satisfactory references, an adequate pre-employment health check and verification of the right to work in the UK.