

Stone Bay School



Office Receptionist Job Description and Person Specification

Welcome

Welcome and thank you for considering applying for a position at our school and becoming part of our team.

We specialise in providing both day and residential education for pupils aged 4 to 19 years who have a diagnosis of ASD, along with severe and complex learning needs. We currently provide for 112 pupils.

Our school is situated on Stone Bay in Broadstairs in a beautiful Victorian building overlooking the sea. The local coastal environment provides many unique and enjoyable learning opportunities for our pupils.

We believe that every pupil is entitled to the very best possible education, delivered in an environment that is safe, caring and happy. We use an innovative and personalised curriculum which meets the needs of all pupils with a strong focus on communication, engagement and independence.

At Stone Bay School every staff member is involved in ensuring we provide a nurturing learning environment where all our pupils can achieve their full potential and move on to lead happy and fulfilling lives. I would encourage you to come and visit if you want to learn more about us.

We look forward to receiving your application.



Jane Hatwell
Headteacher

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 emphasize 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, online candidate recruitment check and verification of the right to work in the UK. For more information, please read our Safer Recruitment Statement enclosed within this application pack.



Vision and Values

Our school vision is to provide an *outstanding, nurturing, learning environment*, where all our pupils can achieve their full potential and progress to lead happy and fulfilling lives.

Our mission is to provide each and every pupil with the best possible education, delivered in an environment that is supportive, caring and safe.

“Getting it right for every pupil”

At Stone Bay we focus on *Evolving Excellence* in all that we do, working towards making our school the best it can be for pupils, staff and families. We are creating lasting *Trust* with all our stakeholders, *Empowering* each other to learn and grow. By adhering to policies and clear processes we ensure *Fairness* and transparency in our decision making and actions, whilst ensuring we are *Collaborating* with others and always looking for ways to help each other to deliver excellence for our pupils.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been awarded the Silver Award by UNICEF. This is awarded to UK to schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Staff wellbeing

The Leadership Team and the Governing Board of Stone Bay School are committed to promoting positive mental, physical and emotional wellbeing and to providing suitable support for all staff. Taking action to prevent ill health and promote good health makes good educational and business sense, as sickness absence carries high costs both in monetary terms and in terms of the impact upon performance, teaching and learning, morale and productivity, which may disrupt or compromise pupil progress.

All members of staff are entitled to be treated fairly and professionally at all times. The Governing Board of Stone Bay School takes very seriously its duty of care as an employer to all members of staff and a number of policies and procedures have been made in relation to this duty.



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Job Description and Person Specification

Job Role:	Office Receptionist
Grade:	Kent Range KSA (FTE £24,513)
Hours:	27.5 hours per week 08:30 – 14:00 Monday – Friday
Contract:	Permanent, Term time only (39 weeks) + 1 week during school holidays
Responsible to:	Assistant School Business Manager

Job Description

Main Purpose of role

To manage the school's reception area and deliver a variety of administrative support tasks as part of the Office Administration Team, ensuring the smooth and efficient daily operation of the school.

The Receptionist is the first point of contact for all visitors to the school, including parents, staff, and students. As the face of the school, the Receptionist is expected to represent the school in a professional, welcoming, and approachable manner, ensuring that all interactions reflect the school's vision and values, and standards.

To work in line with agreed standards and School policies and procedures, staying updated on any changes.

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the School's Safeguarding and Child Protection policies.

Promote the safeguarding of all pupils in the School.

To support the school's vision and values.

Job Description (continued)



Key Responsibilities

- To be the first point of contact to all visitors of the school extending a warm welcome to parents, visitors, contractors and delivery staff.
- To ensure all school visitors/agency staff and new staff members are properly processed in line with safeguarding procedures, ensuring they are welcomed, signed in, verifying their photo ID, collecting and securely storing mobile phones, issuing photo passes with the appropriate coloured lanyard, and notifying the relevant staff member of their arrival at reception.
- To deal effectively with telephone calls, transferring to relevant staff and passing on messages in a timely manner as required.
- Check pupil absences on class registers and report on all unauthorised absences by 10am and 1:30pm, including calling parents of absent pupils.
- To check answerphone messages each morning to ensure information is passed onto relevant teams as soon as possible to ensure school continuity.
- Collate and distribute information for the Parent's Weekly Newsletter, produced via Microsoft Sway.
- Liaising with parents on all aspects of school life, efficiently relaying information between parents and teachers via telephone and/or email, ensuring timely communication with minimal disruption to teaching and learning.
- To receive and sign for postage and packages and to record and post all outgoing mail.
- Ensure the reception area is kept tidy and well-presented and office supplies are well-stocked and maintained, arranging replenishment as needed.
- Check the school's meeting rooms to ensure they are tidy and properly prepared for the day's scheduled meetings.
- Organise catering or other requirements for meetings and monthly teacher breakfasts as required.
- Maintain school literature ensuring all information is up to date.
- Accurately log grievances and ensure compliance with the school's Complaint policy.
- Maintain movement log for school car and minibuses keys and shared activity rooms.



Key Responsibilities

- Manage staff lockers by issuing them to new employees, keeping accurate records of locker key information, and ensuring keys are returned when staff leave the company
- Maintain accurate administrative records and databases for students and staff, ensuring all personal information is up to date and handled confidentially.
- Recording and monitoring staff training to ensure accurate, up-to-date tracking and compliance with school requirements.
- Responsible for recording and monitoring pupil free school meals, including the administration of food vouchers and holiday vouchers for outside of term time.
- Assist in the preparation and planning of job interviews and school events.
- Motivated and passionate about the team's development and success, actively engaging in and contributing to team meetings or putting new ideas forward.
- To respect the confidential nature of all information gained either verbally or in writing in compliance with General Data Protection Regulation (GDPR) and Safeguarding procedures.
- To assist in the induction of new staff.



Personal & Professional Development

Staff Development Days

The School allocates 5 days per year as for the purpose of School improvement through School/staff development. The requirement to attend Staff Development Days is incorporated into the contracts of all directly employed staff. This includes mandatory training and role related training.

This job description describes the key duties and responsibilities of the post-holder, but it is not an exhaustive list and may be adjusted as the needs of the school evolve. Such changes may be made at the discretion of the Headteacher, in consultation with you.

Additionally, other reasonable duties may be assigned as necessary to support the objectives of the role.

Stone Bay School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.



Person Specification

Qualifications	Essential	Desirable
NVQ Level 2 in Business Administration or equivalent qualification	✓	
GCSE or equivalent level, including at least grade 4 (previously Grade C) in English and Mathematics	✓	

Experience	Essential	Desirable
Working in an Office as an Administrator	✓	
Working in a receptionist role		✓
Working in a School environment or other educational setting		✓

Knowledge	Essential	Desirable
Good understanding of general administrative processes and procedures, including electronic and paper filing systems	✓	
Good understanding of a range of IT systems, in particular Google suite and Microsoft (Sway)	✓	
Understanding of the School's Record Retention Policy		✓
Understanding the basic principles of safeguarding and child protection and all school policies and procedures linked to Safeguarding and Child Protection		✓
Understanding and Knowledge of current "Keeping Children safe in Education" guidelines		✓
A clear understanding of and commitment to equality, diversity and inclusion, and the ability to apply these principles in a workplace environment.		✓
An understanding of and commitment to General Data Protection Regulation (GDPR) and the importance of maintaining confidentiality and data security in a school/workplace setting	✓	

Person Specification (continued)



Skills & Abilities	Essential	Desirable
Good Numeracy and Literacy Skills	✓	
Good IT Skills and use of Microsoft/Google suites	✓	
Excellent communication skills, both written and oral	✓	
Excellent time management skills	✓	
Excellent prioritisation and organisation skills	✓	
Be able to work under pressure and meet deadlines	✓	
Work as part of a team and use your own initiative when required	✓	
Maintain effective computerised and manual filing systems		✓
Have a positive, solution-focused outlook		✓
Be able to demonstrate the qualities of flexibility; integrity and enthusiasm		✓
To represent Stone Bay School with professionalism, upholding its vision and values to maintain our reputation	✓	

Stone Bay School



Safer Recruitment Statement

Introduction

Stone Bay School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. *Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce.*

Safer Recruitment

Job descriptions and persons specifications refer to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and check against the ISA Barred List for Children.
- Candidates must apply through Kent Teach by completing in full and returning a signed application form. CVs will not be accepted.
- When applying, candidates must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- Candidates must provide two satisfactory references. These should be from the candidate's current or most recent employer. Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.
- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked specific questions about a candidate's suitability to work with children and young people and for the post.

- Stone Bay School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which the candidate is applying for is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Only those candidates meeting the criteria outlined in the person specification will be shortlisted.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.

Proof of right to work in the UK must also be provided at interview.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS and Barred List check
- Verification of identity
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of two satisfactory references
- Receipt of Criminal Convictions Self-Disclosure Form (for regulated activity with children posts)
- Satisfactory pre-employment health clearance
- Prohibition checks for teachers and those with previous teaching experience
- Section 128 checks for governors or members of the Senior Leadership Team
- Online recruitment checks
- Overseas checks as appropriate
- Meeting the requirements for Disqualification by Association as where appropriate

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

Recruitment of Ex-Offenders

If you are successful at interview then we will require you to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service (DBS) and we administer this process. Most roles within Stone Bay School will also require a Barred List check. We will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

Probation

All new staff will be subject to a probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed. This includes the monitoring and reviewing of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Stone Bay School recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. Stone Bay School takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community.

Stone Bay School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Stone Bay School is committed to ensuring that staff member's privacy is protected. By signing a contract of employment, staff members will agree for Stone Bay School, to process their personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information staff members provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Stone Bay School. A full list of these organisations is available upon request. Further information about how and why we collect staff member data can be found in the Stone Bay School Privacy Notice.