

MATRIX ACADEMY TRUST
Job Description – Term Time Only Receptionist

Based at:	Dame Elizabeth Cadbury School
Arrangement:	Full time – 37 Hours Term Time Only plus 1 week (40 weeks) 8.00am–4.00pm Monday-Thursday 8.00am–3.30pm Friday 30 minutes lunch each day
Salary:	Scale Group 2 Spine Points 6-8 Full time equivalent salary £17,335 to £17,851 Pro-rata salary £15,159 to £15,611
Main Purpose:	To be part of the administration team with specific responsibility for the effective running of reception
Main Activities:	<ul style="list-style-type: none"> • To provide and maintain an effective, efficient and welcoming reception area and visitors room • To keep a log of all visitors to the school, ensuring they all sign in, issue identity badge and safeguarding/evacuation information • Answer all telephone enquiries promptly and take accurate messages as necessary and pass on to the appropriate person • Keep a log of all incoming calls that pass through the switchboard • Ensure telephone lists are up to date and distribute to staff • To be a qualified first aider, administering first aid to pupils, staff and visitors as required and maintaining appropriate records of first aid administered • To liaise with parents/carers regarding pupil medical and first aid issues • Upkeep of first aid kits for trips etc. • Fire Marshal - taking the relevant reception documents to the fire assembly point to account for staff and visitors • Use SIMS to locate pupils as required • To sort, frank and take the outgoing post to the Post Office • Distribution of post into internal staff pigeonholes • Co-ordination of booking of conference rooms • Co-ordination of trip responses and liaising with relevant staff • Co-ordination of immunisation consent forms • Recording of attendance at extra-curricular clubs • Production of weekly staff bulletin
Support/additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend first aid training as required in order to be able to provide first aid to pupils, staff and visitors as required • To attend other training courses as required

Skills/abilities:	<ul style="list-style-type: none"> • Excellent computer and keyboard skills and be able to operate relevant office equipment and IT packages (Microsoft Office) • Excellent communication skills – both verbal and written • Good time-management, organisational skills and work-planning • Self-motivated and enthusiastic • First Aid trained (training will be given) • Effective team worker • An ability to provide high levels of customer care at all times • Excellent inter-personal skills, with both children and adults • An open, honest and active listener • An ability to remain calm when under pressure • A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name:..... Date:

Postholder Signature:..... Date: