



Saint Aidan's Church of England High School

Job Title:	Receptionist (Maternity Cover, Temporary, Part Time)
Grade:	Grade 3 (Point 12 - 13) £16,302 - £16,491 Term Time only (39 weeks to include all INSET days) Pro rata salary £10,468 - £10,589 per annum 27 ½ hours per week : 10.00 am to 4.00 pm Monday to Friday (30 minutes lunch break) Starting pro rata salary £10,468 per annum Flexibility to work additional hours by agreement when there is a business need
Location:	Saint Aidan's Church of England High School, Cartgate, Presall, Lancashire, FY6 0NP
Responsible To:	Office Manager
Staff Responsible For:	None
Job Purpose:	To deliver a professional, friendly and efficient customer service, providing a welcoming atmosphere to all our School's stakeholders. To provide first class support with routine clerical, administrative and IT work as a pro-active member of the Administration Team.

Job Description

Main Responsibilities:

- * Answering incoming calls and ensure all messages are relayed in a timely manner, either electronically or verbally.
- * Meeting and greeting of visitors to School, ensuring that they all electronically register prior to leaving the Reception Area.
- * Ensure that all visitors electronically sign out prior to leaving School.
- * Ensure the pre-registration of groups of visitors to School, as and when required.
- * Dealing with all the incoming and outgoing mail.
- * Dealing with enquiries in a courteous and professional manner, in person, on the telephone or via e-mail from all stakeholders.
- * General welfare support of students and, when required, liaison with staff and parents/carers.
- * Ensuring that the Reception is clean and tidy at all times.
- * Provision of routine clerical, administrative and IT support within the Administration Team.

General:

- * To work within School policies and procedures.
- * To contribute to the provision of an effective environment for learning.
- * To support the promotion of positive relationships with parents and outside agencies.
- * To attend skill training and participate in personal/professional development as required
- * To take care of your own and other people's health and safety.
- * To be aware of the confidential nature of issues.

Note: In addition to the foregoing, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

The above sets out the area of work in which duties will generally be focused, and gives an example of the types of duties that the postholder will carry out. Postholders are expected to be flexible and to operate in different areas of work and carry out other duties within the grade as required.

Equal Opportunities: The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety: All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.