



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, Preesall, 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.

The Governors are looking for an individual who can offer a very flexible approach to the position, be self-motivated to work on their own initiative and within a Team. Ideally applicants will have a similar background in dealing in a fast moving environment, dealing with high volumes of telephone calls, routine administrative work and computerised systems, but training will of course be provided to the successful applicant.

Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)	Identified by – Application Form (F), Interview (I), Reference (R)
Experience:		
Experience in a customer focused environment	E	F/I
Experience of working in a busy office environment, using a wide range of verbal and written communication skills	D	F/I
Experience in dealing with problematic situations, whilst remaining calm, patient and polite	E	F/I
Experience of using IT applications (e.g. Microsoft Office and all associated software – Word, Excel and PowerPoint)	E	F/I
Experience of working within an educational environment	D	F/I
Familiarity with the Schools' Information Management System (SIMS)	D	F/I
Experience of working with young people	D	F/I

	Essential (E) or Desirable (D)	Identified by – Application Form (F), Interview (I), Reference (R)
<p>Knowledge/Skills/Abilities:</p> <p>An ability to work meticulously, accurately and confidentially under time pressures.</p> <p>An ability to utilise first class organisational skills to plan pro-actively, prioritise work and meet deadlines utilising School's organisational systems and processes</p> <p>An ability to work in a changing environment positively and effectively</p>	<p>E</p> <p>E</p> <p>E</p>	<p>F//R</p> <p>F//R</p> <p>F//R</p>
<p>Other:</p> <p>Flexibility to work additional hours when there is a business need.</p> <p>To understand the importance of confidentiality with the School environment</p> <p>To demonstrate a flexible attitude and approach to tasks</p> <p>To work as part of a team by demonstrating support and initiative</p> <p>Reliable, honest and trustworthy</p> <p>To be willing to undertake skills training and participate in personal/performance development as required</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Willingness to support the Christian ethos of the school</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p>