

Job description

Job title

Receptionist

Hours

39 Weeks, Term Time Only
0.2FTE, 7.5 hours per week, Monday 8:00am – 4:00pm

Contract

Permanent

Role profile and grade

Grade depending on experience
AS15 – Grade 1, Point 1 rising to Point 3

Salary

£24,700.00 rising to £26,936.00 (Full Time Equivalent)
This salary will be pro rata – 39 weeks, 7.5 hours per week

Location

Inscape House School, Cheadle

Reports to

Office Manager

Type of DBS required

Child & Adult Workforce (We will apply for this on your behalf)

Job purpose

Inscape House School is a non-maintained ASC specialist day school for children and young people aged 5 to 19 years. It is part of the Together Trust, a charity that has been providing care, education and support in the North West of England since 1870. The post holder will be a member of the Inscape House School or Post 16 department on the Cheadle campus.

To deliver a warm, welcoming and professional atmosphere to all visitors, staff, and young people at Inscape House School.

To undertake all reception duties and any other specified administrative duties required in a professional and effective manner.

The post holder will be a member of the Inscape House School administration team on the Cheadle campus. They will be the front face of the school and will be responsible for providing an effective and welcoming reception service. The post holder will also have a number of other administrative duties to undertake and will need to undertake any such duties as shall be reasonably requested by the Office Manager/School Business Support Manager.

The post holder is required to maintain a high degree of professionalism at all times.

Key responsibilities

- Provide a professional, effective and welcoming reception service
- Answer the telephone in a timely and professional manner in accordance with the standards set out in the Trust's corporate telephone answering policy
- Manage the Inscape admin email account and reply or deal with all queries in a timely and professional manner
- Send out messages via mass text or email as required and in a professional manner
- Accurately record and report all staff absence messages to the leadership team by 8.15am
- Accurately record and report all student absence messages and calls to the child's class teacher and also alert the pastoral team where appropriate
- Manage the Inventory sign/in out system
- Manage the meeting room calendars
- Communicate with parents and carers in an empathetic and professional manner
- Ensure all internal/external visitors sign in/out on
- Ensure all visitors are aware of the School's safeguarding protocols
- Meet and greet all visitors in a friendly and professional manner
- Take messages for members of staff as required and ensure that they are passed on in a timely and appropriate manner
- Ensure a secure reception area by controlling access in/out of the school

- Responsible for the reception area ensuring that it is kept tidy and presentable at all times
- Collect internal mail from Central Office and distribute appropriately (daily)
- Deliver internal mail to Central Office (daily)
- Scan/photocopy/print documents as required
- Hand out/receive back vehicle packs as required ensuring that they are signed in/out
- Monitor stationary stock levels
- Give out keys to cleaners etc and ensure they are returned
- Set up the meeting room for annual reviews/other meetings as required
- Update fire registers
- Monitor the first aid box in the office and replenish as necessary
- Data input
- General administrative duties
- Undertake other administrative tasks as required by School Business Support Manager, the Office Manager or members of the Senior Leadership Team

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.
- **Unsocial Hours / Holidays / Working Environment**
Occasional attendance at evening meetings / course / home visits may be required outside normal school hours. Normal arrangements regarding school holidays apply.
- Indicated below are areas of special consideration in terms of the working conditions of the post:


Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how

you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	GCSE English Grade C or above	NVQ / QCF Level 2 in Administration or Customer Care
Experience and skills	<p>Experience in an administrative role.</p> <p>A commitment to the ethos and practice of the school and the Together Trust</p> <p>The ability to work effectively and co-operatively with colleagues within a staff team</p> <p>The ability to communicate effectively, both verbally and in writing, to a range of audiences</p> <p>Excellent interpersonal skills</p> <p>Ability to identify, clarify, prioritise and solve problems as they arise</p> <p>The ability to use information technology to communicate with others</p>	<p>Experience in a reception role</p> <p>Experience of working in a school office environment</p> <p>Experience of working in an autism – specific school</p>
Knowledge and understanding	<p>Interested in working in an education environment</p> <p>Ability to prioritise own work and quickly change from one task to another, whilst still meeting deadlines</p>	

	<p>A flexible approach to own work and ability to adapt to changing circumstance</p> <p>Able to use own initiative</p> <p>Competent in using Word and Excel</p> <p>Good literary skills</p>	
Personal Qualities	<p>Commitment to continuing the development of professional skills.</p> <p>Flexibility and a positive attitude to change.</p> <p>Ability to cope with pupils who present with behaviours of concern.</p> <p>High levels of personal resilience.</p> <p>Ability to work under pressure and meet deadlines.</p>	
Safeguarding	<p>Knowledge of Safeguarding and Keeping Children Safe in Education.</p> <p>Knowledge and understanding of strategies for inclusion and equal opportunities.</p> <p>Knowledge of Health and Safety expectations affecting children and adults across the school.</p>	



Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.