

## **Job Profile**

School				
Job Number	Post Title	Grade	Points	Date
AA7030	Receptionist	Grade 3	344 NJC	June 2012

### **Support to Reception**

- To provide an efficient reception service to all visitors to the school and members of the school.
- To ensure that all visitors to the school are signed in and out and provided with the correct visitor badge as required.
- Answer all telephone enquiries promptly and take messages as necessary to pass on to the appropriate person.
- Use the SIMS computer system to locate students as required.

### **Professional Accountabilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

#### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

#### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

#### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

#### **Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

#### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

## Person Specification Level 2 Receptionist

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Proven ICT experience.</li> <li>• Proven track record of providing an effective and efficient reception service.</li> </ul>	I
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Good standard of Education in English and Maths</li> <li>• NVQ Level 2 in School Support or equivalent.</li> </ul>	AF/I
	<b>Knowledge / Skills</b> <ul style="list-style-type: none"> <li>• Excellent Keyboard and Computer skills (training will be given on the school system SIMS).</li> <li>• Organisational Skills</li> <li>• The ability to remain calm under pressure</li> <li>• Motivated</li> <li>• Customer focused</li> <li>• Confidential approach is essential</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Awareness of relevant legislation.</li> <li>• Methodical with a good attention to detail.</li> </ul>	AF/I