



## School Receptionist/Administrator

- Dates:** For September 2018
- Salary:** Single Status 4 (point 8-10 depending on experience)
- Location:** Chailey – East Sussex
- Contract Type:** Permanent - Term Time only + 1 week during school holidays (45.08 weeks/per year)

Chailey is a thriving, successful school set in rural Sussex, just north of Lewes, and within easy reach of Brighton and Haywards Heath. We are proud of our traditional values and innovative approaches to Teaching and Learning. Staff are friendly, dedicated and supportive and our students are happy and proud to be part of the school. Chailey is a school where teachers and students can thrive. Visitors to Chailey School often comment on the calm teaching environment and fantastic relationships between students and teachers. We had our last Ofsted visit in January 2017 which we were very pleased with.

The Ofsted report contained comments such as:

- 'an established culture and ethos of the school, which is enhanced by the strong relationships between staff and pupils'
- 'pupils make good, and sometimes better, progress'
- 'pupils appreciate what staff do for them and, therefore, their conduct is typically exemplary, both in lessons and around the school'

We believe that this is a very strong foundation from which to aspire to excellence in everything we do.

We are seeking to appoint an enthusiastic and hard working person to be the first point of contact for parents and visitors to Chailey School. As well as being a friendly and approachable colleague we require the successful candidate to undertake administrative tasks as set out in the job description and to be part of a team providing first aid provision for the school.

### **Salary and Working Hours**

Single Status Pay Scale grade 4, (points 8-10) full time equivalent £17,173 - £17,681 per annum (actual pro rata salary £14,887 - £15,328 per annum). This is a Term Time Only + 1 week contract, working all days that the school is open to students, plus all INSET days and one week during the school summer holiday.

The hours of duty for the School Receptionist/Administrator is the requirement to work a 37 hour week:

Monday – Thursday 8:00am until 4:00pm

Friday – 8:00am until 3:30pm

Including a 30 minute unpaid lunch break each day

### **Application Information**

Closing date: Monday 23<sup>rd</sup> July 2018

Interview date: Thursday 26<sup>th</sup> July 2018

We look forward to receiving your application which should be returned to the Head Teacher's PA, Mrs Amanda Hilton (ahilton@chaileyschool.org)

*East Sussex County Council is committed to equality of opportunity. We positively welcome applications from all sections of the community. This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS clearance for this authority.*



## **JOB DESCRIPTION**

<b>School:</b>	Chailey School
<b>Job Title:</b>	School Receptionist/Administrator
<b>Grade:</b>	Single Status Grade 4
<b>Working Hours:</b>	37 hours per week term time only + 1 week in school holidays (45.08 weeks per year)
<b>Responsible To:</b>	Assistant Head Teacher: Standards
<b>Liaising With:</b>	School Business Manager and PA to Head Teacher

### **Main Purpose of Job:**

To provide an efficient reception service for the school, dealing with all callers, both on the telephone and in person, promptly and courteously.

To provide secretarial support to the Senior Leadership Team and other colleagues as and when required.

To be support administration work in relation to admissions both in-year and year 7 admissions.

To be responsible for weekly communications with staff, students and parents, including the weekly newsletter, staff bulletin, staff briefing notes and use of the Edulink app.

### **Key Accountabilities:**

1. To answer all incoming calls, redirecting/taking messages as necessary and acting on instructions received. To relay messages to staff and students. To screen senior staff from routine enquiries.
2. To receive all visitors and ensure they sign in and out in accordance with the school's procedures, giving utmost priority to safeguarding procedures.
3. To deal with general day-to-day queries from staff, students, parents and other callers to the school.
4. To manage the school office email account to ensure that it is checked on a regular basis and that emails are responded to, or distributed to the relevant personnel.
5. To ensure the reception area is kept clear of deliveries and is a tidy, welcoming space for all visitors to the school.
6. To accept mobile phones and other confiscated items (iPods etc) for safekeeping and to prepare notification letters to parents in relation to these.
7. To provide secretarial support to the Senior Leadership Team and other colleagues as requested.
8. To support with the administration of phase transfers and in-year admissions, working with Attendance Officer and the member of SLT responsible for in In-Year admissions.
9. To support the compilation and delivery of the weekly newsletter.
10. To produce the weekly bulletin and agree its content with the Head Teacher's PA before sending out via email.



11. To sort and distribute all incoming mail and to frank and dispatch all outgoing mail on a daily basis.
12. To check and maintain stationery stock for main office and the reprographics room.
13. To undertake photocopying, faxing, filing and general office duties, including using software packages (e.g. word, excel and publisher).
14. To issue and administer student bus passes and deal with queries from County Hall and bus companies.
15. To take responsibility for lost property arranging for it to be returned to students where possible and to organise a termly (6 times a year) lost property display for students to reclaim their property.
16. To input information into databases (e.g. SIMS) and/or spreadsheets and extract information as directed.
17. To provide first aid cover in conjunction with other First Aiders (full training will be given)
18. To be responsible for the administration of medicines
19. To deal with all confidential matters with tact and discretion.
20. To be prepared to undertake professional development and training including whole school INSET.
21. To carry out duties placed on staff by Health and Safety legislation.
22. Adhere to all Health and Safety policies agreed by the school's Governing Body.
23. To carry out the above duties in accordance with the school's Equal Opportunities Policy.
24. Carry out any other reasonable duties as required by the Head Teacher.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

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### **Safeguarding Children**

*The authority and school are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share this commitment. It will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.*

*This post will be exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendment) Order 1986. Applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up, any failure to disclose such convictions will result in a dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not exclude you from consideration for this post. Successful applicants will need to undertake enhanced DBS checks before commencement of employment.*

*In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:*

- *Motivation to work with young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with young people*



## PERSON SPECIFICATION

**Post Title:** School Receptionist/Administrator

**Location:** Chailey School

**Grade:** Single Status 4

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Word processing skills</li> <li>• Ability to effectively organise own workload</li> <li>• Ability to accurately input and check computer data</li> <li>• Ability to communicate effectively</li> <li>• Ability to converse at ease with customer and provide advice in accurate spoken English</li> </ul>		Application Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent including Maths and English (Grade C)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ in Business Administration</li> </ul>	Application Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office (in particular Outlook, Word and Excel)</li> <li>• Awareness of the services provided by ESCC and the function of the team the role supports</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the services provided by the directorate</li> </ul>	Application Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Use of office systems</li> </ul>		Application Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work in a team</li> <li>• Commitment to improving personal performance and supporting that of the service</li> </ul>		Application Interview
<b>Other</b>			