



JOB DESCRIPTION

Job Title: School Administration Support and Receptionist

Responsible to: Joint Principal NS's PA

Hours of Work: Monday-Friday from 0800-1500 term time only plus 10 days to include exam results days (2) and Staff Conference (1)

Main Purpose of Role:

To provide a welcoming and warm access to the site by running the Reception Office, safeguarding of students, administration as listed below and the telephone and mail service.

The Receptionist is the first point of contact for many people wishing to be in touch with Chetham's. Whilst the job holder is based in the Reception Office, situated near the entrance to the site, there is an implied necessity to work as part of the Administration Team. The Administration team provides back up for the Receptionist, whilst many of the tasks of the job holder require integration with the rest of the team.

Main Responsibilities and Duties:

- Greeting visitors, including audition candidates, recording their details, and directing them to their destinations. Occasionally escorting visitors to their destinations if appropriate.
- Answering all incoming telephone calls during normal working hours and redirecting calls where applicable.
- Receipt of incoming post and organise effective distribution within Chetham's.
- Ensure that outgoing mail is dealt with effectively for external posting.
- Receiving deliveries of goods and redirecting within Chetham's.
- Assist with the administration of the pass card system (NET2) as directed by the School and Music Administrator.
- Assist with the input, output and maintaining of data in SIMS, Insight, StREAM, and Schoolcomms systems as directed by the School and Music Administrator.
- Assist with the administration of the Insight System as directed by the School and Music Administrator.
- Use Schoolcomms to provide information to parents and add the Parent-Teacher meetings as directed by the School and Music Administrator.
- Administer parental requests for students planned absences on to StREAM/Insight.
- Manage reprographics (photocopying, laminating, binding) and maintain all school photocopiers.
- Order and distribute stationery and supplies (across the School site).
- Update the Archives file, scan leavers' files and attach to SIMs, update staff pigeonholes in the staff room, send out parent badges to new and existing parents, to be done in the summer holidays using additional days.
- Any other duties that may reasonably be requested by the Joint Principal's PAs.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

PERSON SPECIFICATION – School Administration Support and Receptionist

Essential attributes

- Smart, professional and welcoming
- Strong administrative skills
- Strong written and verbal communications skills
- Thorough attention to detail
- Good organisational skills
- Strong interpersonal skills
- Good IT skills
- Ability to handle sensitive information and work with discretion
- Suitability to work with children
- Experience working within a Reception or Front of House role
- Ability/willingness to cover for team absences when required

Desirable

- Experience of working in an educational environment
- Knowledge of safeguarding in an educational setting
- Experience of using SIMS

I confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date: