BISHOP WORDSWORTH'S SCHOOL	
Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.	
• **Title of Post:**	**Receptionist**
• Salary:	Bishop Wordsworth's School Scale F Points 20-22
• Hours:	37 hours/week; 39 weeks/year
• Postholder:	

Reporting to: Headteacher's EA

The Post falls within the wider administrative function overseen by the Headteacher's EA and COO.

Key Responsibilities:

- Provide a welcoming reception service to all pupils, staff and visitors.
- The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use their initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality, diplomacy, and professionalism are key attributes for this role.

Contacts:

The role involves outward facing contact with visitors, pupils, staff and external third parties and will have extensive (and often diplomatic) interaction with members of staff and parents/guardians.

Specific Duties:

- Provide a welcoming reception service to all pupils, staff and visitors to Bishop's, including signing in visitors/cars, responding to telephone calls and providing a radio link.
- Ensure visitor access is controlled, and statutory safeguarding policies adhered to following the school's safeguarding, visitor-management, confidentiality and data-protection procedures.
- Monitor and support the safe use of the School's electronic gates, ensuring pupils use their key cards and enter the required keypad code when entering and leaving the site. Report any faults or concerns promptly in accordance with School procedures.
- Administer First Aid, seeking help/guidance as necessary, contacting parents/guardians and maintaining records as required. Maintain first aid stock and facility, order medical supplies as required.
- Sign and check all deliveries in liaison with the Finance Department and liaise with Site Team for prompt distribution.
- Assist with the outgoing post, ensuring accurate franking and recording of mail takes place, together with timely postings each day. Ensure the franking machine is adequately topped up to cover anticipated needs.
- Assist with all reprographics for teaching staff.
- Sort lost property and inform students of any named articles that have been found.
- Advise the Site / ICT team of any problem with respect to telephones, photocopiers or any other equipment.

- To help monitor, maintain and supply first aid bags for school trips.
- Carry out ad hoc administrative tasks for the whole school as and when required.

Professional Conduct and Safeguarding:

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives
- Promote and safeguard the welfare of children and young people in accordance with school policy and statutory guidance.
- Work within all school policies, procedures and codes of conduct.
- Set an example of professionalism, reliability and integrity.
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role
- Participate in the 11+ testing day
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions
- Give notice of any absence in line with the BWS's Absence Management Policy
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination;
- Work within any legislation to which the school is bound by law
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students;
- Manage a sustainable work life balance and seek support if issues in this area arise
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- Participate in the School's system of Appraisals.

Extra-Curricular Activities:

To contribute to the School's extra-curricular activity programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for pupils and the development of the School's ethos but also for the professional development of the colleague concerned.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review, and any changes shall be determined by consultation between the Postholder and the Headteacher or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date		Signed (Postholder)	
Date		Signed (Headteacher)	