



Receptionist

Candidate Information Pack 2021/2022

Learning Today: Leading tomorrow

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting. Bentley Wood High School has been described by parents as the 'hidden jewel in the crown' however; our most important treasures are our students and staff.

I very much look forward to meeting you.

Dr Janice Howkins OBE

Headteacher



Job Description: Receptionist

Purpose: The role of receptionist is extremely important in our school. Receptionists are the first port of call for any contact to the school. Our reception staff warmly welcome parents, teachers, governors and all other visitors to the school either by telephone, person to person, written communication or e-mail. They also have an excellent understanding of individual student needs and support them effectively with their requests.

Responsible to: Office Manager

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be involvement in regulated activity relevant to children.
3. **Safeguarding:-**
 - Ensure our rigorous safeguarding procedures are implemented when visitors enter the school;
 - To check all visitors on entry, ensure they sign in, issue a badge and our school health & safety card;
 - Ensure all sign out on exit;
 - Ensure visitors remain in reception whilst waiting for staff;
 - Maintain security badges for all visitors to the school;
 - Maintain ID badges and FOBs for staff and students;
 - To operate the electronic doors and gates and check the purpose of visitors before they are given entry.
4. **Reception:-**
 - Ensure a welcoming environment to students, staff, parents, governors and visitors to the school, either in person or by phone;
 - Relay messages accurately, while operating an internal telephone network;
 - Open and distribute post arriving into the school and to frank all outgoing mail for staff;
 - To organise and maintain the working area of reception;
 - To be responsible for ensuring the foyer is welcoming, organised and up to date with brochures, newsletters, flyers;
 - Be responsible for putting items into registers each day;
 - Allocate and maintain student lockers;
 - Providing hospitality for school functions;
 - Purchasing and ordering of supplies for hospitality;
5. **Marketing and website** - Checking the website on a weekly basis to ensure it is up to date and meets our 'website excellence' criteria.
6. **Secretarial Support when required:-**
 - Provide secretarial support to staff for general letters, reports etc. using Microsoft Word, Excel and Outlook proficiently.
 - Sending messages home to parents using SIMS In-Touch
 - Organising refreshments for staff and parent events
 - Providing support for parent evenings and school concerts
 - Undertake any additional duties as required by the Head teacher.
7. **Health and Safety** - Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
GCSE/A Levels or equivalent	✓		Application
Evidence of professional development	✓		Application and interview
Skills & Experience			
General administrative experience and the ability to undertake tasks entailed in a school office	✓		Application, references and interview
Confidence to communicate effectively, clearly and accurately both orally and in writing	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
ICT literate and preferably knowledge of SIMS and website management	✓		Application, references and interview
Excellent typing skills and good experience of working with Microsoft Word and Excel	✓		Application, references and interview
The ability to follow instructions in order for students to meet the tasks required	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of working in a busy office with excellent organisational and interpersonal prioritising skills	✓		Application, references and interview
Numeracy competency	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview

A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview