SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

RECEPTION/ADMIN

POSITION: Reception/Administrative Support

SCALE: APT&C Scale 4 (point 18-21), Actual pay £20,041 plus additional pay for holiday working

HOURS & PAY: 40 Hours per week term time but with agreed additional days in each holiday period

PURPOSE OF JOB:

* To greet all visitors to Sydney Russell School
* To deal with all incoming and outgoing calls for the school
* Taking and passing on of messages
* To record students who are late (after 9.00 am) and record on SIMS

MAIN ACTIVITIES:

* To be front of house for all visitors to Sydney Russell School, to promote a highly professional and friendly welcoming environment.
* Ensure all visitors are registered to be in the school and are given safeguarding information
* To monitor all 6th form students, ensuring lanyards are worn.
* To oversee the main school phone, dealing with all calls, incoming and outgoing
* Once Student Marshalls have left reception, record all students who are late and record on SIMS.
* To work extra days in each holiday period to support with students arriving and exiting school site for intervention and support the caretakers with contractors arriving and exiting school site. These days will be agreed in advance of each holiday and depending on intervention arrangements will be limited to a set number of days. There will not be a requirement to work every day in each holiday period. You will be expected to work these holiday periods on a rota basis.
* Work a 40 hours week rotating early and late shifts so the reception is covered from 7.00 am – 5.00 pm each day. Two shifts will be 7.00 am – 4.00 pm & 8.00 am – 5.00 pm. Staff will be entitled to 1 hour break each day.

CHILD PROTECTION

* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary.  In addition it may be amended at any time after consultation with you.