



Phoenix St Peter Academy

Job Description	Receptionist
Salary Scale	NJC Scale Point 1 £17,364 FTE
Hours	25hrs per week- 39 weeks
Responsible to	School Business Manager

Learning and achievement drive everything we do at Phoenix St Peter Academy. Our job, in partnership with parents is to build the foundations of a successful education. Through our four key values of aspiration, creativity, courage and kindness, we have made a commitment to ensuring our children are confident, well-educated and prepared for the future. Our school recruits and retains staff whose work is excellent every day. We know this is the only way our children will achieve their potential. We value our staff extremely highly, and endeavour to support them both professionally and in their wellbeing.

Level Description

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have knowledge of a range of organisational procedures. They will have a responsibility for their personal development and maintaining the knowledge appropriate to their role.

The post holder will make day to day decisions about their workload, within a clear framework, there may be ad-hoc duties which will require some initiative.

There may be some need to use analytical, judgemental, creative and developmental skills.

Excellent PC skills (Outlook, Word, Excel) required and the ability to demonstrate a high standard of literacy and numeracy.

The post holder will have a warm and welcoming manner with good interpersonal skills and be able to communicate effectively both orally and in writing. Able to work confidently on their own and as part of a team. Our school Business Manager will be available for direction and guidance.

This job description sets out the major duties and other tasks associated with the stated purpose of the post and the specific duties allocated to the post holder. **The duties listed are example duties at this level and other duties of a similar nature may be undertaken by the post holder and are not excluded because they are not itemised.**

No previous school environment experience necessary as full training will be provided.



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General Duties

- Act as telephone operator, referring to the appropriate colleague.
- Manage the School Office email account, responding appropriately or forwarding to the appropriate area. Electronically filing and archiving emails appropriately.
- Reception duties including meeting and greeting parents/visitors and dealing with enquiries.
- Follow school security and safety practices.
- Act as a point of contact within the school for relaying messages and information.
- Attend to sick and injured children, arrange for parents to collect them or medical treatment as appropriate.
- Maintain stationery and stock control.
- Input pupil data, including attendance data into the management information system, prepare reports as requested for colleagues and senior leaders.
- Input data into the online portal for parent's payments. Prepare reports as required for colleagues and senior leaders.
- Prepare letters to parents.
- Collate records and complete filing.
- Photocopying and shredding.
- Arrange refreshments and hospitality as required.
- Upload documents to the website and parent communication app.

This is a busy and varied post, the successful applicant will play a pivotal role in the smooth running of the school. Suggested hours are 8:30am to 1.30pm daily.

To apply, please complete the attached REAch2 application form.

Deadline for applications **11am 30/09/2019**

Please return applications for the attention of Jodie Butcher, School Business Manager. We reserve the right to end the advert earlier than the specified date. Due to the high number of applications we receive, only shortlisted candidates will receive a response.