

Opportunity at Newport School

Receptionist Required Maternity Cover

Workplace: Newport School
Start Date: 1st April 2025
Salary: Scale 4 point 7 – 11
£29346 - £31074 FTE 36 hours
£26,543 Pro Rata
Term time plus two weeks 41 weeks (205 Days) including 5 days inset
47.16 weeks
Maternity Cover

Hours: 8:am – 4pm Monday - Friday

We believe that all pupils deserve high quality education, which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are seeking to appoint an enthusiastic and proactive Receptionist to work as a member of our Administrative Team.

We are looking for someone with:

- Excellent communication and organisational skills
- High levels of ICT competency in all Microsoft Packages and Google Drive
- Ability to use own initiative and work as part of a team
- Able to work in a highly pressured environment to meet demands and deadlines
- An eye for detail and committed to accuracy
- Willingness to work flexibly

To download an application pack, please visit our website at
<https://www.newport.waltham.sch.uk/vacancies/>

Please submit all completed Applications to Chloe Foulger at chloe.foulger@opossumed.org

Only applications submitted on the school's application form will be considered.

Closing dates for applications is 23rd March 2025
Interviews 27th March 2025

All posts are subject to an enhanced DBS clearance and Satisfactory References and candidates are required to submit a self – disclosure form with their application.

JOB DESCRIPTION

The Receptionist will join the Opossum Federation's administrative team. The role will include implementing a Federation programme of best value and improvement to achieve outstanding results and life changing opportunities for the community we serve.

The Receptionist will:

- Under the instruction/guidance of Senior Staff: provide general administrative support to the school including general reception duties. They will work with the Office team in creating a welcoming environment for all visitors and children.

The Receptionist will report directly to the Head of School and will support them to ensure an effective front of house service is in place which maximises opportunities and continues a sustainable business model for the Federation.

- To provide efficient administration, working with Management Team to implement the targets of the school
- To establish in conjunction with the Management Team the aims and objectives of the School's administrative services
- To administer the pupil meals service offered by the School via Arbor
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- To ensure the Reception is covered at all times
- To produce school documents, as and when required for the Head of School and the Director of Finance and Operations, and ensure all documents are recorded accurately and stored on the office database
- To deal with any complaints through proactively assessing the complaint, dealing calmly and professionally and ensuring that all complaints are dealt with and immediately passed to a more senior member of staff, as appropriate
- To ensure that the school is well promoted ensuring notice boards are reflective of the school
- Deal with complex reception/visitor matters
- Assist with pupil first aid welfare duties, liaising with parents/staff etc.
- Assist with any other office duties that may be reasonably required by the management team
- Assist in arrangements for school trips, events
- Use IT and be highly skilled in all software applications used in School
- Create mail merges, reports and complete official returns as necessary
- Distribute literature to staff when requested using most effective method of communication
- Support Leadership teams with producing reports/letters where appropriate
- To ensure the maintenance of clear and effective filing, records and other systems and to keep them updated –manual and electronic
- Sign in new permanent and temporary supply staff, ensuring identification and DBS documents are recorded and sent to HR Officer when necessary.
- Assign class kit

Organisation

- Undertake daily routines involved in providing school dinners
- Ensure all free school meal entitlements are kept up to date
- In conjunction with School Leader on duty ensure adequate cover for pupils at lunchtime

- Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors.
- Assisting with arrangements for school trips, events etc
- To deputise for members of the administration team as and when required.
- Assist with any other office duties that may be reasonably required by any member of the Leadership Team.
- Assist the school staff in the organisation of events such as sports days, parents' evenings, productions etc and to organize associated administration.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing and complete routine forms
- To provide resources for classes
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data
- Undertake typing, word-processing and other IT based tasks
- Receiving and providing hospitality for visitors and guests
- Receiving incoming telephone calls and dealing with enquiries
- Making appointments
- Attending meetings and taking notes
- Open all post and School e-mails and circulating as appropriate
- Supporting the collating of reports and school booklets
- Word processing correspondence in relation to school activities e.g trips, clubs etc
- Word-processing confidential letters, reports and documents
- Maintain manual and computerised records/management information systems.
- Complete statutory returns
- Ensure communication with all stakeholders is of a high standard
- To be proactive and highly organised in ensuring all systems/folders/files are kept up to date
- Assist the Head of School with specific administrative tasks as and when required

Health and Safety

- Follow all Federation safety practices and procedures

Information Technology

- Ensure that General Data Protection Regulations are updated, applied to all data and adhered to

Safeguarding

- To be fully aware, understand and compliant with the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organization. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role and KCSIE
- In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "keeping children safe in education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.
- You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' and the school's safeguarding policy. You are required to have satisfactory Enhanced DBS certificate with barred list check. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others.

- You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

The above is not an exhaustive list and any other reasonable admin duties will be expected to be undertaken.

All positions will be subject to review yearly in line with current administration needs. Any changes in duties that are above the current scale will result in the job description being moderated

PERSON SPECIFICATION

Attributes	Essential	Desirable
QUALIFICATIONS & TRAINING	Good standard of general education in English and Maths – GCSE or equivalent. Good written and verbal communication skills. Good IT competency in Microsoft office packages. Good numeracy skills. Good level of relevant training.	A-Level qualifications
KNOWLEDGE & EXPERIENCE	Working with people in a welcoming manner. Experience of using computerised systems (SIMS, databases). Experience of using Microsoft Office packages. Experience of operating as a receptionist. Experience of working effectively on own initiative without close supervision and organising own workload to meet deadlines.	Experience of school office based work
COMPETENCIES & PERSONAL SKILLS	Ability to act with discretion and maintaining confidentiality. Ability to work as part of a team. Ability to work in highly pressurised environment. Effective communication skills, both verbal & written. Eye for detail and committed to accuracy. Ability to relate to adults & children of all ethnic & cultural groups. Good organisational skills to meet demands & deadlines of the role.	Any second language, verbal and written.
OTHER JOB SPECIFIC REQUIREMENTS	Commitment to the Council's Customer Care Standards. Ability to work flexibly.	
DISQUALIFYING FACTORS	Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the council's Equal Opportunities Policy.	