

St Alban's Catholic High School



“Learning, Respecting, Caring”

Student Receptionist/Administrator

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 2 Points 3-4 £20,812 - £21,190 (£7,153 - £7,283 pro-rata)

Hours: 15 hours per week /39 weeks per year (term time only)
Days and times to be discussed at interview though will need to cover the student lunch period

Responsible to: Office Manager

Job Role: To provide effective and efficient general administrative support to various departments within the School.

Main Responsibilities:

- To undertake student reception duties as required
- To provide First Aid assistance to students (training will be provided)
- To receive and deal with enquiries from students, staff and parents
- General clerical admin duties, including to effectively use email, Parentmail, stationery and first aid orders
- To ensure all communications, including telephone messages are distributed to the correct personnel in a timely manner
- To undertake general administration and assist the school receptionist as required
- To ensure that security and safeguarding procedures are adhered to, issuing badges and ensuring visitors sign in and out

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Person Specification

Qualifications and Experience	Essential	Desirable
Experience of SIMS/ClassCharts & Microsoft Office		✓
General understanding of the operation of a school		✓
Detailed knowledge of school policies and procedures		✓
Excellent literacy skills	✓	
Excellent numeracy skills	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Excellent telephone manner	✓	
First Aid Trained (training will be provided if required)		✓
Communication		
Ability to write produce accurate documents and letters via Microsoft Office	✓	
Ability to exchange complex and sensitive information clearly	✓	
Ability to communicate with parents, external agencies and providers	✓	
Ability to ensure that effective communications are maintained with particular emphasis on customer care and School ethos	✓	
Ability to consult effectively to achieve best outcomes	✓	
Working with Others		
Ability to establish effective relationships with those working in and with school	✓	
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships	✓	
Ability to work effectively as part of a team	✓	
Ability to work independently	✓	
Flexible	✓	
Good sense of humour	✓	
Calm and patient	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to effectively support the work of others	✓	
Ability to plan and manage own time effectively	✓	
Able to resolve problems independently	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Thorough knowledge of Health and Safety legislation		✓
Understand and comply with safeguarding procedures		✓
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	