



JOB DESCRIPTION – Weekend Receptionist

Grade: Grade 2

Hours: 13 hours per week. Saturday & Sunday 9am – 3.30pm

Responsible to: Office Manager

Level of supervision: Guidance provided but required to use initiative

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. We promote a fully inclusive, caring, learning community, where all individuals are valued, ambitions are grown and strengths are celebrated; where students are equipped with the skills to play an active and successful part in society.

Job Purpose:

To ensure an effective communications and reception service within the establishment and to outside agencies and members of the public, and to provide clerical support when necessary.

Duties and Responsibilities:

1. Under the direction of the Office Manager provide an efficient and welcoming reception service for the school.
2. To operate the switchboard, receiving and transferring calls, and taking messages as required, making sure recorded messages are put into operation at the appropriate times when situated at main reception.
3. General admin duties i.e.: filing, typing of documents.
4. To keep visitors' book up to date – signing in sheet
5. Assist in providing an admin support service to faculties.
6. Undertake any training which may be required to operate existing equipment or new equipment which may be purchased.
7. Carry out the duties of the post with due regard to the School's Equal Opportunities Policy, and Health and Safety Legislation.
8. Clerical support to other areas of the school as part of the support team, if required.
9. To greet our community lettings groups as they arrive on site, and provide assistance, if required.

Safeguarding

All staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Ernesford Grange Community Academy is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all

staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Ernesford Grange Community Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: W.Tomes/H.Nicholls (Sept 2017)