



# All Hallows Catholic School

[www.allhallows.net](http://www.allhallows.net)

## RECEPTIONIST – FRONT OF HOUSE To start ASAP

An opportunity has arisen to join our vibrant Administration Team. Reporting to the Administration Manager, this role requires someone to act as the 'face of All Hallows', providing a welcoming and professional first impression for all external visitors. The post-holder must be organised, and be able to remain calm under pressure. The ability to multi-task is essential. Key software used includes SIMS, using the internet, and Microsoft Word and Excel. The post-holder must be First Aid Trained, or willing to undertake First Aid Training.

Salary range £20,552 - £22,571 pro-rated (£23,855 - £26,199 FTE) dependent on experience and qualifications.

The position is term-time only plus an extra week to support exam results days and additional events (40 weeks per annum), 37 hours per week.

Should you wish to apply, please send your CV and covering letter to Angela Denman at [a.denman@allhallows.net](mailto:a.denman@allhallows.net). Closing date Sunday 2 October 2022.

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## JOB DESCRIPTION: RECEPTIONIST & FRONT OF HOUSE

### JOB PURPOSE

To be welcoming and provide an excellent first impression of All Hallows to all external visitors. The post holder will need to be organized, calm under pressure and able to manage a variety of different tasks on any given day.

### RELATIONSHIPS

The post holder is responsible to the Administration Manager, and the Headteacher.

*All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.*

### RESPONSIBILITIES & KEY TASKS

#### RECEPTION

- Answering internal and external telephone calls, responding to emails
- Responding to external visitor queries
- Daily postal service
- Escorting visitors as and when required
- Bus duty twice per week
- Raising stationery orders as and when required
- Setting the telephone answer messages for switchboard, holidays, logging faults
- Providing backup for the Receptionist – Student Services when they are unavailable

#### ADMINISTRATION

- Prepare and distribute weekly briefing notes
- Manage the minibuses diaries, logging faults, arranging MOTs
- Act as liaison for school buses, monitoring student behaviour, informing of term dates
- Obtain quotes and book coaches as required

- Sports Day; book venue if off-site, arrange coaches
- Inset; maintain Inset log, raising purchase orders, booking courses and passing on for diary / cover
- Parents Evenings; order catering, manage staff attendance, deal with parent queries
- Safeguarding; maintain staff register, collate signed returns, liaising with Designated Safeguarding Lead to arrange new briefings as required
- Exams; redesign exam cards with student name, exam number, DOB (shared with the other Receptionist)
- Exams; arrange distribution of GCSE and A Level certificates (shared with the other Receptionist)
- Attend one of either GCSE or A-Level results days during the Summer Holidays as arranged with the Administration Manager
- Attend at least one or more Parents Evening, or Open Evening during the academic year as arranged with the Administration Manager
- MyTutor; liaise with Deputy Headteacher to coordinate students and login details for online tutoring programme

The post holder must be First Aid qualified, and will be the Secondary First Aider in the event of any medical emergency, providing backup for the Primary First Aider.

- Maintain the accident log, when the Primary First Aider is unavailable
- Administer medications, when the Primary First Aider is unavailable
- Attend to medical emergencies / accidents, when the Primary First Aider is unavailable

This job description is not an exhaustive list, and the post-holder may be expected to undertake general administrative work throughout the year as is reasonable and appropriate.

#### **FLEXIBLE WORKING**

The post-holder is expected to provide support and assistance in providing cover in the event of the absence of another team member.

#### **SAFEGUARDING**

All Hallows Catholic School is committed to safeguarding and promoting the welfare of children. Any job offered will be conditional on the satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service check and barred list check.

#### **HEALTH AND SAFETY:**

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

*All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.*

#### **GENERAL**

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any Appraisal programme for support staff and to participate in appropriate staff training and development activities.

#### **NOTE**

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organized through the Finance Department.