

Job Description: School Receptionist

Closing date: Friday 5th July 2024

Contract: Permanent (following successful probationary period of 6 months)

Salary Type: Support Staff

Salary Details: Grade 6

Hours of Work: 17.5 hours per week - term time only. 8.30 - 12pm.

We are also recruiting a Communications Officer - 15 hours per week 1 - 4pm. If you are interested in this role as well, please indicate your interest upon application as both jobs could be combined to create a full-time post.

Application Procedure

Please use the online form (OCC website) to apply for the post and email the completed application to shannis@chadlington.oxon.sch.uk .

About us

Chadlington CE Primary School is a successful village school, known for its innovative and imaginative approach to teaching and learning. The school has a good reputation within the local community. We are looking for a team player with creativity, drive, enthusiasm and a good sense of humour to join our happy team.

Contact Details

Address: Church Road, Chadlington, Chipping Norton, Oxfordshire, OX7 3LY

Telephone: 01608 676366

Website: www.chadlington.oxon.sch.uk/

Email address: office.3043@chadlington.oxon.sch.uk

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Job/Person Summary

We are looking to appoint an enthusiastic, dedicated, and flexible School Office Receptionist. This is a busy and important role, supporting the day-to-day running and continued development of the school.

The successful candidate must:

- Demonstrate strong communication and interpersonal skills
- Have good GCSE or equivalent qualifications in English and Mathematics.
- Be confident in the use of ICT and be open to new learning and development opportunities
- Work effectively as a member of a small team, understanding school roles and responsibilities
- Relate well to children and adults
- Be able to prioritise work in a busy environment
- Be flexible and enthusiastic
- Be methodical and organised
- Manage and develop systems
- Be a competent and accurate typist
- Understand the importance of diplomacy and confidentiality
- Be able to act on their own initiative
- Be willing to understand and support the school's vision, aims and ethos
- Understand the importance of professional presentation, as the first point of contact for the school
- Undertake all necessary training (Health and Safety, Safeguarding etc.)
- Undertake other duties which may arise as directed by the Headteacher
- Be responsible to the School Business Manager (Line Manager)

We can offer you:

- Excellent mentoring and professional development opportunities
- Supportive and friendly colleagues and leadership
- An exciting and flexible working environment
- You will be a valued and busy member of staff working in our vibrant and happy village school situated in the beautiful Cotswold countryside
- You will be a professional member of our team and will assist the Headteacher and the School Business Manager to ensure the school meets its educational aims. This is a varied and broad-ranging job. We are looking for a person who can multitask and problem solve, with excellent IT skills, good communication skills, methodical working and a sense of humour.

Administrative Duties

- Greet parents and visitors and deal with queries and questions in a professional manner, ensuring information is passed to the correct person
- Manage school emails and telephone messages
- Sign in visitors to the school and carry out necessary safety checks (DBS) and inform visitors of correct Health and Safety protocol
- Maintain the Pupil Asset (MIS system.)
- Maintain records of parent permission (photographic, school trips etc.)
- Maintain Acceptable Internet Use Agreements
- Maintain an up-to-date record of pupil allergies
- Organise and book school trips/buses as directed by the Headteacher
- Organise supply cover as required
- Liaise with the Finance Officer - collecting parent payment and ordering resources
- Support the administration of Breakfast and After School Clubs registers
- Keep the office filing system up to date (both manually and electronically).

General responsibilities

- Take appropriate responsibility for your health, safety and welfare and the health and safety of pupils, visitors, and work colleagues in accordance with the requirements of legislation and adopted policies: including responsibility for raising concerns with the Headteacher or Line Manager.
- Contribute to the overall ethos, work and aims of the school as set out by the Headteacher and be aware of and support difference, ensuring equal opportunities for all.
- Develop constructive relationships and communicate effectively with colleagues, agencies and other stakeholders.
- Be proactive in your own career and professional development.