



HEDDINGHAM SCHOOL AND SIXTH FORM

Candidate Information

Visitor Receptionist

ACHIEVEMENT & EXCELLENCE



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AND SIXTH FORM**
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June 2022

OFFICIAL SENSITIVE
Dear Candidate

Thank you for your interest in Hedingham School and the position of Visitor Receptionist.

Please find enclosed an Application Pack outlining the process you should follow. I appreciate the time and effort it takes to prepare and make an application and I thank you in advance. When writing your Letter of Application, please address the job description and person specification enclosed and explain why you are now equipped to move into this role, specifically at Hedingham School.

The closing date for applications is 30 June 2022.

Should you wish to discuss the role prior to making an application please contact Miss Steph Collins at the school or email hed.collinss@hedingham.essex.sch.uk.

I look forward to receiving your application.

Yours sincerely

Andrew Harvison
Headteacher

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

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Approved
Centre



Hedingham School and Sixth Form

Mission Statement

Hedingham School seeks to create a challenging and stimulating learning environment that encourages high expectations for all learners. Students are prepared for life in the 21st century through a safe, caring and supportive environment. We strive to foster positive relationships with students and staff, offering mutual respect for all members of the community.'

Our School Motto is:

'Ready', 'Respect', 'Safe'

Vision

This vision is driven through our school curriculum. Our aim is to ensure that the curriculum delivers the following principles:

- To provide the **knowledge and skills** required to be successful learners
- To create **resilient and independent** learners who are able to meet the challenges of the 21st century
- To **prepare** learners for the next step in their education
- To **broaden their horizons** through a rich and varied **enrichment** programme
- To encourage learners to be **active citizens** who contribute positively to the **community**

JOB DESCRIPTION

Receptionist, Job Share, (Monday, Tuesday, Wednesday) 8.30 – 4.00 pm.

Salary 21 hrs per week/39 weeks per year £9331 - £9518

Effective Date July 2022

The Receptionist, who will play an active part in the administrative team, supporting other members of the group at pressure times each taking responsibility for creating an effective responsive service to all users.

Responsible to Headteacher's PA

Particular Duties

1. Visitors
 - Welcoming, registration, issue of badges, contact appropriate person
 - Maintenance of staff appointments diary and interview room bookings
 - Ensure the Foyer and Reception areas are neat and tidy at all times
2. Delivery/Post
 - Receive and sign for deliveries as appropriate
 - Contact caretaker to deliver to departments as necessary
 - Franking of post
3. Telephone/Arbor Communications
 - Ensure prompt action for both incoming and outgoing calls (priority 1/3)
 - Retrieve messages of absence from answer phone by 10.00 am and enter onto Arbor database.
 - Check incoming SMS/emails, messages from parents.
4. Fire Drill
 - Responsible for taking the Visitors Book to the Staff Collection Point
5. Team Support
 - Actively support the administration team at pressure times and create an effective responsive service to all users with an ability to work under pressure with speed and accuracy in order to meet deadlines.
 - Deputise for Pupil Receptionist during absence
6. Pupils
 - Lost property – sort and return or dispose of items of lost property as appropriate
 - Lend out school shoes to pupils who are wearing inappropriate footwear

Word Processing

- Responsible for all word processing received from Year Leaders (KS3) and Leaders of Learning Areas.
- Responsible for the duplication and distribution of all word-processed work produced
- Prioritising of workloads, ensuring all correspondence is dealt with within two days of receipt

The duties may be varied to meet changed circumstances in a manner compatible with the post held.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

PERSON SPECIFICATION

Knowledge

- RSA II Typing qualification or equivalent - essential
- Word Processing experience - essential
- Experience of working in a busy office environment - essential
- First Aid Qualification - desirable

Skills

- Keyboard skills essential
- Ability to work as part of a team
- Ability to cope with multiple tasks
- Ability to prioritise

Qualities

- Organised, methodical
- Ability to communicate easily with adults and students
- Ability to work on own initiative
- Ability to present themselves well
- Patience
- Ability to work under pressure

Attitudes

- Approachable
- Personable
- Good with young people
- Calm manner