



CHIPPING NORTON  
SCHOOL

## **Advert**

**Chipping Norton School is looking for the right person to take on the role of:**

**Receptionist (Morning rota)  
Permanent post  
Part time (term time only)  
Grade 4 (£18,426--£18,795)**

We are seeking to appoint an enthusiastic and confident Receptionist to join our administrative team from 1 September 2020. The successful candidate must be professional, cheerful and flexible. Time management is essential as the demands of the role are many and varied. This permanent post would suit a practitioner who:

- Can communicate effectively and work well as part of a team;
- Can be flexible to work additional hours/cover sickness as required;
- Must adhere to the school's Code of Conduct and Confidentiality at school and within the local community;

If you are interested, please complete a Chipping Norton application form and include a letter outlining your reasons for applying and your suitability for the role.

Application forms and details are available on the school website or from Morag Robinson (01608 649500 or [office@chippingnortonschool.org](mailto:office@chippingnortonschool.org)). The closing date for receipt of applications is 14 July 2020. Interviews either in person or on-line.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.



## **CHIPPING NORTON SCHOOL**

### **JOB DESCRIPTION: RECEPTIONIST (MORNING ROTA)**

#### **JOB PURPOSE**

The Reception area is open from 0800-1645 each school day and is the main centre for contact and information regarding the school. There is an overlap between the Receptionists each day from 1245-1300 to cover the busy lunch time break. The post holder is part of the associate staff membership and may be delegated other suitable, general and administrative duties as and when required.

The Receptionist must be flexible, cheerful and helpful, with the ability to show initiative and cope with the pressure of multiple demands at the same time.

#### **MAIN RESPONSIBILITIES**

- Operate the switchboard.
- Welcome and direct visitors.
- Operate controlled Reception doors.
- Liaise with senior member of staff and first aiders.
- Sort and distribute the morning post.
- Actively use the 'Green slip' and 'Runners' system to communicate messages to staff during the school day.
- Initiate a 'Runners' list for the term.
- Prepare and distribute the daily 'Student Bulletin'.
- Provide an overview of the bus arrivals/departures and liaise with transport companies/OCC should there be transport problems.
- General word processing as and when required and subject to the demands of the switchboard and other reception work.
- Monitor and disperse lost property.
- Request photocopier repairs/consumables as and when required.

#### **Other responsibilities**

##### **Visitors**

During the day visitors include parents, advisors, other professionals (social workers, police etc.), engineers, contractors, members of the public, press etc. All visitors sign in at Reception, present ID and are directed to school personnel accordingly.

##### **Telephone**

The school currently operates a Siemens digital telephone system with night service and voice mail extensions to all school users. Incoming calls are transferred to appropriate extensions or a message is taken and logged.

##### **Medical Issues**

There are 5 60 minute lessons per day. The Receptionist will provide a link between staff and students needing assistance and will contact the emergency services if appropriate.

### **Health and Safety**

- Undergo first aid training (three day course) and update as required.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.