



CHIPPING NORTON
SCHOOL

Advert

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

**Receptionist (Afternoon rota)
Permanent post
Part time (term time only) – 18.75 hours per week
Grade 4 (£18,993--£19,312)
Start date – as soon as possible**

We are seeking to appoint an enthusiastic and confident Receptionist to join our administrative team as soon as possible. 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). The closing date for receipt of applications is 18 October 2021. Interviews will take place week beginning 1 November.

Chipping Norton School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

SAFER RECRUITMENT STATEMENT

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them. The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here: <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold

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JOB DESCRIPTION: RECEPTIONIST (AFTERNOON ROTA)

JOB PURPOSE

The Reception area is open from 0830-1550 each school day and is the main centre for contact and information regarding the school. The post holder is part of the associate staff 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 prepare the post for sending out.
- Prepare and distribute the daily 'Student Bulletin'.
- Provide a comprehensive understanding of the school 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.
- 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 must 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.

Standards and quality assurance

- Support the aims and ethos of Chipping Norton School.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
- Be proactive in matters relating to health and safety.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Set a good example in terms of punctuality and attendance.

GENERAL

The post holder will be required to:

- Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- Work in accordance with the Data Protection Act.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post .

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.

Signed
(Employee)

Dated

Signed
(Line Manager)

Dated

Job Description updated October 2021