



NORTHAMPTON SCHOOL



JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME:

POST: **Receptionist/Clerical Assistant**
Point ? (NSB Support Scale range 2-3)
37 Hours a week, 39 weeks
7:45am-4:15pm Mon-Thur
7:45am-3:45am Fri
1 Hour unpaid lunch break

LINE MANAGER: TBC

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of teacher support staff will include any activities which allow the teaching staff to become more effective in the classroom.

Most common clerical support duties are some or all of:

- word-processing of correspondence, reports and documents, data input
- assisting with preparation of classroom / display materials
- ordering of stock; checking deliveries and following-up outstanding items; maintaining records of same
- dealing with enquiries from pupils, staff and public
- operation of reprographic equipment
- filing
- other office duties (e.g. opening/sorting/distributing mail, screening callers - both personal and telephone, recording of minutes of meetings)
- main reception/student services cover
- any other duties as requested from time to time by the Headteacher or his agent, for which appropriate training will be given as necessary. These duties may include for example:
 - general clerical and administrative support
 - exam invigilation
 - collation of papers for large mail shots

The specific roles and responsibilities linked to this post include:

- any or all of the above
- be the first point of contact, both over the telephone and to all visitors, and to give a good impression of the school at all times
- dealing with enquiries from pupils, staff and the public by telephone and in person, ensuring that messages are passed on efficiently and speedily
- entering data into the attendance module
- assisting with pupil welfare issues
- maintain supplies of school forms
- responsibility for lost property
- responsibility for receipt of parent delivery of equipment/uniform/books etc and delivery to students
- maintaining Reception area and office notice-boards in a tidy manner
- entering visitor names on InVentry
- assisting students and visitors with access to InVentry
- upkeep of visitor diary and communications book

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

June 2024