



<b>Organisation:</b>	Watergrove Trust
<b>Academy:</b>	Matthew Moss High School
<b>Section:</b>	Associate Staff
<b>Location:</b>	Admin
<b>Job Title:</b>	Receptionist / Administrator Level 2
<b>Scale:</b>	Grade 3, Point 5 - 6 £26,429 - £26,847 FTE per annum. Actual £22,755 - £23,114
<b>Hours</b>	36.25 hours per week, term time only  Job share may be considered for right candidates
<b>Accountable to:</b>	Business Manager, Senior Leadership Team & Headteacher
<b>Special Conditions of Service</b>	All posts require enhanced DBS clearance prior to appointment.  Requirement to undertake First Aid Training and provide first aid cover as necessary.

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

### **PURPOSE AND OBJECTIVES OF THE JOB**

Under the direction of senior staff, provide administrative, organisational and financial support to the school.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

## Organisational Chart

Headteacher
Senior Leadership Team
Business Manager
Receptionist

## Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## Control of Resources

### Personnel

To be responsible for the direction, support and motivation of self and any staff under the postholder’s control.

### Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

### Financial

To work in accordance with Financial Regulations and procedures of the School.

### Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to all rules and regulations relating to the use of ICT, e-mail and intranet /internet access.

Teaching resources including audio visual and computer equipment.



## **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with School's Health & Safety policies and procedures and current legislation.

## **Equality**

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will have a commitment in identifying and undertaking their own professional and personal development in accordance with Schools performance management framework.

## **Relationships (Internal and External)**

**Internal:** 1. School staff

2. Volunteers

3. Students

4. Governors

5. Users of the school

**External:** 1. Parents/Carers

2. Staff in other schools and within the Trust/ LA

3. Suppliers of equipment and services

## **Values and Behaviours (CHANGE)**

We want our learners to be treated with dignity and fully-developed as citizens through:

### **C.H.A.N.G.E.:**

- Composure - We remain effective under pressure.
- High Standards - We expect much from ourselves and others.
- Agency - We know how to learn and make things happen.
- Numeracy & Literacy - We master our use of numbers and words.
- Growth Mindset - We learn to succeed through practice.
- Empathy - We care about others as well as ourselves.

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.



## **RESPONSIBILITIES:**

### **The postholder must:**

- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

### **Principal Responsibilities**

- To undertake Reception duties, answer routine telephone and face to face enquiries.
- To provide a warm welcome to all visitors of the school, ensuring health and safety and safeguarding procedures are followed including signing visitors in/out, issuing badges and escorting visitors as required.
- To undertake student first aid/welfare duties as and when required, including looking after sick students, liaising with parents/staff in accordance with school procedures.
- To provide administrative support including general administration duties where required.
- To undertake word processing tasks including the production of letters, reports and Curriculum related activities and to utilise other packages eg. email, databases, spreadsheets and the internet.
- To sort and distribute internal and external mail appropriately.
- To respond to general day-to-day queries from staff, students, parents and external visitors.
- Undertake student first aid/welfare duties, looking after sick students, liaising with parents and staff in accordance with school procedures.
- To make arrangements for school trips, events, etc, as directed.

### **Secondary Duties**

- Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.
- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.



- To demonstrate unconditional positive regard to all students in the academy at all times.
- To undertake training to provide First Aid cover as required.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.
- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the academy and the Trust in meeting our legal requirements for worship.
- Actively promote the academy and Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate.

Job Description Prepared by: \_\_\_\_ Charlotte Longthorne\_\_\_\_ Date: \_\_\_\_26/06/2026\_\_\_\_

Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder*



## Watergrove Trust Person Specification

<b>Organisation :</b>	<b>Watergrove Trust</b>		
<b>Academy:</b>	<b>Matthew Moss High School</b>	<b>Post:</b>	<b>Receptionist</b>
<b>Section :</b>	<b>Associate Staff</b>	<b>Grade:</b>	<b>Grade 3</b>

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview C Certificate</b>
<b>Qualifications</b>		
A good standard of general education	E	AF, C
Well-developed Maths and English skills (by qualification or experience)	E	AF.C
<b>Knowledge, Ability &amp; Skills</b>		
The importance of safeguarding/child protection when working in a school setting	E	AF, I
ICT literate (including digital technology)	E	AF, I
Experience of working with young people	D	AF,I
Work effectively within a team environment, understanding roles and responsibilities	E	AF.I
Continually develop and extend own working practices	E	AF, I
Ability to establish and maintain positive working relationships	E	AF, I
Communicate effectively with staff and students	E	AF, I
Promote a positive ethos and role model attributes	E	AF, I
Use initiative and work independently as required	E	AF, I



Excellent organisational, administrative and time management skills	E	AF, I
Ability to write clearly and accurately	E	AF, I
Ability to motivate enthuse and inspire staff and students	E	AF, I
Teamwork and the sharing of best practice	E	AF, I
Demonstrate impact and presence	E	AF, I
<b>Knowledge, Ability &amp; Skills (cont\0</b>		
A growth mind-set and commitment to life-long learning	E	AF, I
Enthusiasm and pride in your work	E	AF, I
Appropriate appearance and presence	E	AF, I
Sense of humour	E	AF, I
<b>Application</b>		
Readability and evidence of care	E	AF
Specific application to Wardle Academy, our philosophy and values	E	AF
Originality	E	AF
<b>Values and Behaviours</b>		
<b>CHANGE</b>  <b>Composure</b> - We remain effective under pressure. <b>High Standards</b> - We expect much from ourselves and others. <b>Agency</b> - We know how to learn and make things happen. <b>Numeracy &amp; Literacy</b> - We master our use of numbers and words. <b>Growth Mindset</b> - We learn to succeed through practice. <b>Empathy</b> - We care about others as well as ourselves. Please confirm you are willing and able to meet these values and behaviours.	E	AF, I
<b>Special Working Conditions</b>		
Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision	D	AF, I
Full Driving licence	D	AF, I
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment	E	
You may be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Progress Evenings as and when required	E	AF, I



