Springwood Primary School

Part of The LINK Education Trust

Learning • Inclusion • Nurture • Knowledge

Receptionist/Typist

Information about Springwood Primary School

Springwood Primary School is based over five locations across Salford. Pupils who are Nursery – Y3 age attend our Craig Hall Site in Irlam and those who are R-Y6 attend our site in Swinton. Depending on pupil need and peer group, the decision is made annually as to which children transfer and when. Additionally, we currently have further small groups of pupils based at three satellite sites:

- Springwood@Belvedere
- Springwood@Summerville
- Springwood@Grosvenor Road
- Springwood@Little Hulton

We currently have over 400 planned places and cater for pupils with a wide spectrum of complex Special Educational Needs and Disabilities (SEND). Despite being based across a number of sites, the school is a cohesive learning environment with consistent and high expectations across the whole school. The Senior Leadership Team (SLT) oversees a large number of staff working collaboratively across all sites; class staff have a specified main base.

Springwood is a founder school of The LINK Education Trust, a collaborative group of schools from across Salford who work together to improve outcomes for all pupils.

Vision Statement

Springwood Primary School provides a safe, stimulating environment in which all pupils have the opportunity to succeed. At Springwood we respect each other, our pupils and their families. We have a curriculum that is meaningful, inspiring and enjoyable, promoting achievement for all. Through carefully planned holistic learning, pupils are enabled to achieve their best.

Mission Statement

Springwood Primary School's Mission Statement is Believe, Enjoy, Succeed, Together.

At Springwood BEST is embodied through everything that we do.

JOB DESCRIPTION	
School:	Springwood Primary School
Job title:	Receptionist/typist
Grade:	2A
Location of work:	Springwood Primary School
Directly responsible to:	The Head Teacher, Deputy Head, School Business Manager.
Hours of duty:	36 hours per week, TTO (8.00am-16.00pm) Monday – Thursday 45 minutes lunch (8.00am-15.45pm) Friday 45 minutes lunch
Primary purpose of the job:	Receptionist/Administrator to provide full clerical support to SLT and the whole school. As the initial point of contact for Visitors, a professional and friendly approach must be maintain at all times.

General duties

- Responsible for the welcome and management of visitors. Ensuring all Safeguarding protocols are adhered to.
- Develop good working relationships with all stakeholders ((staff, parents, Governors, LA staff)
- Ensure that all messages are dealt with promptly and efficiently
- To provide hospitality services as required, to all visitors
- Liaise with DHT to ensure Fire Protocols are in place, including the updating of Fire Cards
- Answer telephone calls promptly (within 3 rings) screening calls and taking messages while being aware of confidentiality and data protection.
- Resolves telephone enquiries where appropriate
- Be able to multi-task, often answering the phone, dealing with parents and answering the door.
- Sort all school incoming and outgoing mail (including Springwood E-mail) and distribute accordingly.
- Manage stationery ensure adequate resources/stock available for distribution. Support the work of the Friends of Springwood School.
- Collect and file risk assessments for educational visits.
- Under the direction of the Leadership Team to ring emergency services when required.
- Type up, add and collate accident logs as requested, file all accident forms and archive as needed.
- Keep the reception area tidy at all times. Move and unpack parcels that are delivered to school
- Manage Diary, weekly circular and update reception whiteboard each morning.
- Undertake typing, word processing and other IT based tasks.e.g. excel, databases, spread sheets and use of internet.
- General office duties, filing, typing
- To ensure class registers are completed as per the regulations
- To organise and distribute ordered resources.
- Contact and co-ordinate press/media when school has any events or celebrations.
- To be the conduit between transport and school reporting concerns and complaints.
- To be responsible for the site inventory.
- Ensuring that a good impression is presented that represents the schools values and ethos
- Take part in relevant professional development.
- To carry out any other duties associated with the work of the school as directed by the Head Teacher, Deputy Head, School Business Manager, Office Manager commensurate with grade of the post.

• Respond to staff requests to assist in the co-ordination of educational visits, contacting venues and liaising with transport The details set out in this job description reflect the content of the job at the date the description was prepared. Over time the nature of individual jobs may change; some duties may be lost and others gained without affecting the general nature of the job and level of responsibility entailed. The Head teacher and Governors will expect to revise the job description from time to time, and will consult with the post holder at the appropriate times.

Safeguarding The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

To undertake any other such duties that are reasonably commensurate with the level of this post

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date job description prepared/revised: June 2026

Prepared/revised by: Jeanette Woodward-Styles

Agreed job description signed by holder:

Job title	Grade	Directorate	Location
Receptionist/Typist	Grade 2A	Children's Services **The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**	Springwood Primary School

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	A I
2.	Displays commitment to the protection and safeguarding of children and young people	A I
3.	Excellent interpersonal skills with the ability to communicate effectively	A I
4.	Excellent telephone manner	A I
5.	Excellent typing and literacy skills. GCSE or equivalent	A
6.	Good ICT skills, ability to use Excel, word	A I
7.	Have strong administrative skills, ability to multi task within a busy environment	A I
8.	Ability to ensure all deadlines are meet.	A I T
9.	Ability to prioritise own work, use own initiative.	A I C

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
10.	Experience of working within an office environment, preferably a school	A I T
11.	Demonstrate confidentiality to the school, SLT, Governors, staff and pupils	A I
12.	Ability to work reflectively and develop own practice	A I
13.	Ability to work successfully as a member of a team.	AI
14.	To be professional and welcoming to all visitors and staff	AI
15.	Willingness to undertake training.	A I
16.	A commitment to the school's policies and procedures	A I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Understanding of what is required to establish a professional working relationship with staff, parents and children.	A I

Completed by	Date	Approved by	Date
SBM/Head teacher	**June 2024**		

Method of assessment (* M.O.A.)

A = Application form**, C =** Certificate**, E =** Exercise**, I =** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre

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