Salford City Council Job description

School:	Springwood Primary School – To be based between Springwood Primary School Barton Road Swinton M27 5LP AND Springwood Primary School Preston Avenue, Irlam, M445XB

This school is committed to safeguarding and promoting the welfare of children and young People and expects all staff and volunteers to share this commitment.

Job details

Job title:	Receptionist/Typist
Grade:	2A
Location of work:	Springwood Primary School
Directly responsible to:	The Head Teacher, Deputy Head, School Business Manager, Office Manager
Directly responsible for:	To provide the first point of contact to all visitors ensuring that a good impression is presented that represents the schools ethos. To provide administrative support to the Deputy Head Teacher, staff and pupils of the school**.**
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.

Main duties and responsibilities/accountabilities

- 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 school 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: February, 2017/June 2024

Prepared: CKelsall /J. Wennington
Reviewed VWilliams/J wennington
Agreed job description signed by holder: