

In Confidence

All Hallows Catholic College

Associate Staff - Role Profile



Job Title: Receptionist (Job Share) – Wednesday afternoon to Friday afternoon
Reporting to: Office Manager

Attendance: 12.00pm – 17.00pm Wednesday
08.00am – 17.00pm Thursday (30 min Break)
08.00am – 16.30pm Friday (30 min Break)
39 weeks - includes 5 Inset Days
(21.25hrs per week)

Salary: NJC Grade 3, SCP 2-4 £18,198 - £18,933 pro-rata (Actual - £8,978.21 - £9,340.83 pro-rata)

Role Overview: To undertake all receptionist and administration duties to ensure a smooth and efficient service to all students, teachers, parents, and College visitors at all times.

Key Responsibilities:

- To Welcome all visitors, Governors, parents, staff, and students to the College
- Undertake reception and admin duties to ensure efficient service to all
- Provide reception and telephone service both for internal and external individuals
- Must be able to communicate effectively with young people - ensuring the welfare of students, listening, and offering appropriate advice and supervising students in the reception area.
- Signing Students in and out on SIMS
- Signing Visitors in on the EBOS Visitor System
- Communication with members of the Senior Leadership Team, caretakers and housekeeping via walkie-talkie ensuring all issues / queries are dealt with promptly
- Receipt and distribution of deliveries
- Receiving and responding to "on Call "requests
- Maintaining on-line booking system for College Hall and Minibus. Liaising with caretaker for upkeep of minibus.
- Receipt and distribution of post including Payslips, Special Deliveries, Recorded Deliveries Couriers etc.
- Working with the five College Ambassadors each day.
- Assisting with Romero Centre Bookings
- Other ad hoc duties as requested

✚ Honourable purpose ✚ Respect ✚ Compassion ✚ Cooperation ✚ Stewardship ✚

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