

JOB DESCRIPTION

Receptionist –term time (38-39 weeks per year)

Full time 37.5 hours per week, 7½ hours per day. (9am -5.15pm, with a 45 minute lunch break)

£13,173, with pay progression (actual term time annual salary)

Reports to Head of Human Resources

Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. Our aim is to provide a quality education that opens up real choices for every one of our pupils, raising aspirations and helping every child to achieve their ambitions, no matter their background. The Trust currently has eight partner schools.

Bright Futures Educational Trust is establishing itself as a leader in educational excellence. Our partner schools, Board of Trustees and Members of the Trust are united in their mission to give our young people the quality education that they deserve.

Ultimately, BFET is passionate about offering a world-class education to our pupils that means every single one reaches their full potential, making sure no child is left behind and our values of integrity, passion and hard work are at the heart of everything that we do.

This post is based at the Trust’s head office in Bowdon, Cheshire but will require occasional travel to the Trust’s academies. The head office team comprises of posts based in Bowden and also posts based in schools. The office is in the grounds of Altrincham Grammar School for Girls.

Main Responsibilities

- Answer incoming telephone calls quickly and courteously, direct to the appropriate person or take messages and ensure they are passed on as soon as possible.
- Manage the voice mail facility and leave appropriate messages when out of the office.
- Be familiar with the functionality of the telephone system and utilise it accordingly
- Manage the visitor arrangements to the Head Office, including refreshments and calendar bookings
- First Aid responsibility (a three-day training course will be provided, if necessary).
- Fire Officer for the Head Office (appropriate training will be provided)
- General administration duties as requested by the Executive team e.g. scheduling of meetings and making any necessary arrangements such as room bookings, refreshments and any travel arrangements, photocopying, printing, liaison with the marketing team, handling outgoing and incoming post, general typing, establishing electronic and paper filing systems.
- Keep a daily log of head office staff absence either through sickness or other reasons, including holidays.
- Liaise with BFET schools to ensure Executive team are aware of events in schools, where their attendance may be appropriate.
- Co-ordinate the office and drinks facilities at Head office, ensuring supplies are obtained and maintenance involved where appropriate.

- Order stationery and facilities for the Executive team
- Be available for two –five days during the year in the school holidays –this would be discussed with the successful applicant

Wider Responsibilities

- Being aware of and acting upon relevant policies and, in particular, those associated with child protection/safeguarding children and health and safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the students in our schools. Modelling our values of integrity, passion and community.
- Acting as an ambassador for BFET and ensuring that the school’s high standards are promoted at all times.
- To undertake any reasonable duties as and when required

Probationary period

The appointment is subject to a six- month probationary period. At the end of this period, provided service has been satisfactory, the appointment will be confirmed. If service is not satisfactory employment may be terminated within the probationary period. BFET requires six weeks written notice to resign from the post.

Personal Specification

	Essential	Desirable
<i>Relevant Experience</i>	Experience of reception and office or administrative work.	Experience of working in a school environment.
<i>Knowledge, skills, abilities</i>	GCSEs, or equivalent, with Grade C or above in English. Excellent telephone manner and oral skills. Working knowledge of Microsoft Office, including Word and Excel. Ability to preserve confidentiality and discretion. Ability to work under pressure and multi-task. Ability to prioritise. Ability to be self-motivating.	
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
<i>Personal qualities/others</i>	A commitment to the vision and values of BFET A positive approach to challenges, which seeks solutions to problems and addresses	

	<p>difficulties with cheerfulness and good humour.</p> <p>Smart, professional appearance.</p> <p>Flexibility and adaptability.</p> <p>Initiative and self-confidence and the ability to deal with difficult situations.</p> <p>A total commitment to issues of confidentiality.</p> <p>Positive outlook.</p> <p>Friendly manner.</p> <p>Supportive nature.</p> <p>Team player.</p> <p>DBS clearance.</p>	
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If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Qualification Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID to provide evidence of the right to work in the UK (passport)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill, driving license.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed. Completed application forms and supporting documents should be sent to vacancies@bfet.co.uk

ADDITIONAL INFORMATION

BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates.