



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS AFTERNOON RECEPTIONIST

Salary Scale 2 £15,807 - £16,491 pro rata (actual salary £8,868)

Term Time Only, plus 5 extra days

Required as soon as possible

The Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's core aim is to offer a quality education that guarantees choices for every one of our pupils. There are currently eight schools within the Trust. Our values of hard work, passion and integrity are at the heart of everything we do.

BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools, the opportunity to work with some of the most inspiring colleagues in their profession.

Altrinham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

AGGS is located on three sites with the Reception situated on the main school site on Cavendish Road. You will manage a busy reception and report to a senior member of staff. The position offers a variety of tasks and the successful applicant will need to be an excellent time manager, self-motivated and a good team worker.

Main Responsibilities

- **Afternoon only:** posting of school mail, including visit to a post office for registered mail, if necessary.
- 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.
- Keep a daily log of staff absent from school either through sickness or other reason.
- Deal with queries from students.
- Arrange for sick students to be collected by parents and taken home.
- First Aid responsibility (a three day training course will be provided, if necessary).
- Ensure all visitors to the school are signed in, safeguarding procedures are followed, and the appropriate person advised promptly.
- Liaise with teaching school administrators regarding arrival of delegates for any courses.
- Produce half-termly lists of pupils in receipt of bronze, silver and gold awards for merit points and liaise with the pastoral assistant and reprographics technician.
- Assist the school events and trips co-ordinator with:
The sale of tickets for events and collecting money.

Maintaining and updating the Alumni database.

Collating permissions slips for trips and chasing up non-returns.

Keeping an up-to-date stock of first aid equipment and ensuring that first aid kits are available for trips outside school

- Distribute correspondence to parents through registers and maintain a record of such letters for form tutors, including collation of reply slips.
- Assist the SENCO with maintaining SEND records on SIMS.
- General typing as requested by the Office Manager.
- Be available for two days in the summer holidays to cover GCSE or A Level results days.
- Organise sale of tickets for events and collect money.
- Keep a log of mobile phones confiscated and liaise with Office Manager on any duplicate confiscations.
- Keep a log of confiscated jewellery and arrange for its return at the end of each term.
- Keep a log of valuable lost property.
- Administer the “off-site” slips and late signing in register.
- Ensure appropriate messages are on the voice mail system at all times, including holidays.
- Franking of all school mail.

School-wide Responsibilities

- Being aware of and acting upon relevant school 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 school.
- Acting as an ambassador for school and ensuring that the school’s high standards are promoted at all times.

Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Receptionists will participate in the school’s appraisal arrangements and an experienced reviewer (line manager) will be appointed to assist in the receptionists’ development.

Probationary period

Your appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school 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.	
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
Personal qualities/others	A commitment to the aims and the ethos of the school. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. Smart, professional appearance. Flexibility and adaptability. Initiative and self-confidence and the ability to deal with difficult situations. A total commitment to issues of confidentiality. Positive outlook. Friendly manner. Supportive nature. Team player. DBS clearance. Willingness to be involved with all aspects of school life.	

Please return your application to Mrs C Williams at the school by midday on Monday 19 February 2018. Interviews are to be held as soon as possible after this date. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

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:

- Degree Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- 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.

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.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website. 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.

