



Job Description for School Receptionist

Bradford Christian School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

There is one role that attracts a salary of £6,700 (£13,400 full time) per year working as our school front of house receptionist

The hours are: Part time either 5 Mornings Mon – Fri or 2.5 days Hours are negotiable

JOB DUTIES:

A committed Christian who is actively involved in a Christian fellowship working as our front of house receptionist

1. Greeting students, parents, visitors into the school and answering any queries that they have and providing information
2. Answering the phone and either answering queries or passing information on to the relevant person within school
3. Keeping records both electronically and manually this will involve maintaining staff and student records, assisting with the management of attendance, letters to and from parents etc.
4. Adhoc admin tasks throughout the year related to the administration of the school e.g. booking contractors to complete annual safety checks, assisting with admin work attached to work experience, assisting with admin work attached to external exams.

Supporting the school

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the School team
3. To contribute to training days, as appropriate
4. To participate in relevant professional development
5. To be aware of/ follow school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
6. To maintain confidentiality about home-school, student-teacher, school-work matters
7. To complete any tasks as directed by the SLT and Head Teacher.

Professional Development and Training

1. Participate fully in training and development activities in school or at other providers in order to improve professional skills and knowledge identified by school or as developed as an outcome of your appraisal.
2. To participate in performance management reviews in line with school policy and Appraisal Regulations 2012.

Skills Required

- Willingness to participate, where necessary, in professional development training.
- ICT literate.
- Pass A-C or equivalent in English and Mathematics to GCSE level or equivalent.
- Commitment to own professional development and that of colleagues.
- Good time management and able to work to deadlines.
- Able to work as part of a team.
- Able to work on own initiative.
- Good communication skills over the phone and in writing
- Excellent organisational skills.
- Excellent interpersonal skills.
- Highly motivated and dedicated.
- Ability to listen and value opinions of others.
- Able to follow directions
- Flexible, enthusiastic with a sense of humour.
- Retain confidentiality.
- Punctual and reliable.
- Resilience and a positive attitude.
- Should be able to allow for some out of hours working e.g. school functions, meetings, training, twilights etc.
- Clear CRB record (DBS checked).
- Good health and attendance record.
- To pray, support and have fellowship with colleagues.
- To have a personal faith and ongoing faith journey.
- To desire a part in the vision and worldview of the school.