



**Chase High School**

**Prittlewell Chase**

**Westcliff-on-Sea**

**Essex**

**SS0 0RT**

**Tel: 01702 354441**

NOR: 1012

230 Sixth Form Students

**Headteacher: Jamie Foster**

## School Receptionist

**Start date: Immediate \*\***

**Fulltime**

Salary range: LGS Level 5 Point 8 to 12

£22,777pa to £24,496 (£20,095 to £21,611 pa pro rata actual salary)

Full Time 37 hours per week 8.00 am – 4.30 pm Monday to Thursday

8.00 am – 4.00 pm Friday

Term Time plus 1 week.

We are seeking to appoint a friendly enthusiastic, hard-working person to provide a professional receptionist service welcoming students, guests and parents into the school.

As the first port of call for visitors, the successful candidate must have excellent interpersonal Skills and be able to communicate effectively with everyone.

This role will require someone who can multitask and work efficiently in a busy environment and possess proficient IT skills. A knowledge of SIMS would be an advantage, although training will be given.

We are at an exciting time in our development and are building a team who believes that education has the power to transform the lives of young people and has the ability to inspire them to believe it for themselves.

Results have risen rapidly in recent years and the successful candidate will have the skills and enthusiasm to make a significant contribution to our continued improvement. Our journey to ensure improved whole school progress and attainment outcomes for all learners is already underway, this was evidenced during a recent OFSTED inspection which rated us as Good across every aspect of the school and highlighted our commitment to continued and rapid improvement throughout.

Chase High School is a mixed, mainstream secondary school located in Westcliff-on-Sea, Essex. It educates more than 1,000 students aged 11-18 from over 40 countries. Our values run throughout our community ensuring the pupils have the aspiration to achieve, the character to succeed and the commitment to pursue excellence. We are a fully inclusive school which embraces diversity and celebrates cultural diversity of our community

For further information and a job description please contact Mrs Sasha Wisbey on 01702 354441 or email [sasha.wisbey@chasehigh.org](mailto:sasha.wisbey@chasehigh.org). Chase High School is committed to safer recruitment so all applicants must be prepared to undergo screening to confirm their suitability to work with children.

**Closing date for this vacancy: 01 September 2023**

**Interviews will be held: Upon receipt of application.**

**We reserve the right to close this vacancy early upon appointment of a successful applicant.  
Chase High School is an academy that forms part of the Discovery Educational Trust**

**\*\* following completion of safer recruitment checks**

# CHASE HIGH SCHOOL

## Job Description

### Receptionist and Administration Assistant

**Responsible to:** Administration Manager

**Salary:** Level 4 Scale Points 13 - 18  
£15,247 - £16,941 per annum

**Hours:** 37 hours per week  
8.00 am – 4.30 pm Monday to Thursday  
8.00 am – 4.00 pm Friday  
**FULL TIME**

#### Overall purpose of the Job

To undertake the following responsibilities in consultation and collaboration with the Administration Manager

#### Key Areas of Responsibility

- Provide a high quality service as the first point of contact with visitors, parents and students and maintain the student database to a high standard.
- Provide efficient, effective and reliable administrative support to staff across the school.
- Ensure that duties are carried out in accordance with the school's equal opportunities policy and all other policies designed to protect staff and students from discrimination and harassment.
- Be a part of the reception team for Chase High, which will require you to work in a number of buildings and carry out any of the duties detailed below.

#### Specific Responsibilities

- Be the first point of contact with visitors/parents/students.
- Ensure all visitors/students sign in and out when necessary.
- Ensure all signing in and out books are maintained.
- Deal with any student enquires on a daily basis.
- Answer the telephone and deal with enquiries, e-mails, complaints, relaying messages, ensuring confidentiality, accurately and efficiently.
- Answer school security entry system.
- Answer school car park barrier entry system.
- Contact parents and/or external agencies.
- Provide general administrative support to the school including word processing, faxing, photocopying and filing.

## **CHASE HIGH SCHOOL**

- Ensure administrative tasks adhered to and follow school processes and procedures and are of the highest quality.
- To ensure the reception area is kept at a high standard of cleanliness at all times.
- Sort and distribute internal and external post.
- Prepare and record all outgoing post as required.
- Replenish stationery supplies and ensure orderly storage.
- Alert Tutors/ House Leaders and/or relevant member of staff to any issues regarding students and/or parents.
- Limited cash handling, referred to the Finance Assistant.
- Supply student data for reports as required, e.g. statistics for weekly staff bulletin and ad hoc reports requested.
- Keep up to date medical register and incident records.
- Be the first point of contact and assist with pupil first aid and welfare duties including looking after sick pupils and liaising with parents and staff.
- Provide supervision and support to students as necessary.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Accept, support and implement final SLT decisions.
- Be aware of and take part in the schools performance management framework and participate in training and development activities in order to fulfil the job requirements.
- Be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- Undertake any other tasks reasonably required.

### **Line Management**

None

### **Performance Management**

Identified in the school's Performance Management Policy.

## CHASE HIGH SCHOOL

### PERSON SPECIFICATION: Receptionist and Administration Assistant

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Substantial relevant work experience.</li> <li>• Administration qualification or equivalent through substantial work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ customer services</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in a receptionist/customer service environment.</li> <li>• Experience of cash handling</li> <li>• Experience of working on own initiative.</li> <li>• Experience in an administrative role</li> </ul>	<ul style="list-style-type: none"> <li>• Clerking for meetings/committees.</li> <li>• Work experience in a school environment.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to maintain records/files accurately.</li> <li>• Accurate and attentive to detail.</li> <li>• Excellent written and spoken English</li> <li>• Ability to work in a multicultural environment.</li> <li>• Essential to have an excellent telephone manner and good communication skills.</li> <li>• Suitability to work with children and young people</li> <li>• Good IT knowledge and skills including Word, Excel and Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Powerpoint</li> <li>• SIMS.net</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Reception duties and procedures.</li> <li>• Standard office procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of current school issues and initiatives.</li> </ul>