

JOB TITLE: Receptionist

SCALE POINT: 8

RESPONSIBLE TO: School Business Manager

LOCATION: River Tees Multi Academy Trust

STATUS: Permanent






SALARY: £17,627 (Actual Salary based on term time on +5 days)

HOURS: 37 per week, term time only plus 5 PD days

The Seven Principles of Public Life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership

Our Values

At RTMAT, our team are enthusiastic and passionate about our learners, staff and communities. We are:

-  Resilient and brave
-  Trustworthy and kind
-  Making a positive differences to learners', staff and our wider communities'
-  Aspirational and hopeful
-  Tolerant and respectful

We use a relational approach to show we care about our learners, staff and communities. Our approach sets clear boundaries for behaviour, attendance and conduct. However, we want our learners to engage with a love of learning, enjoy being at school, build positive relationships and go on to bright futures.

Position: Receptionist

Location: River Tees Academies- Middlesbrough

Salary: SCP 8, £17,627 (Actual Salary based on term time on +5 days)

Start Date: As soon as possible

At River Tees Multi-Academy Trust, learning is at the centre of everything that we do. We work with the most vulnerable children and young people, helping them to re-set their learning journey to achieve better outcomes and life chances in the short and longer term. It is recognised that each learner requires a unique setting and support programme to help them back into either mainstream education or a specialised educational setting.

The Trust believes that Alternative Provision (AP) should give every learner the chance to be the best that they can be. We believe that this is achieved through the removal of barriers to learning, and the delivery of personalised programmes which lead to valued and valid qualifications.

River Tees Multi-Academy Trust is dedicated to providing high quality education through an innovative structure, so that vulnerable students have access to advanced and energising centres of learning. They are supported to develop lively and enquiring minds, whilst ensuring that they feel safe and valued in an inclusive environment. The ethos of inclusion is central to all of the work of the trust in helping young people to achieve aims and ambitions.

The role of Receptionist is to work under the guidance the School Business Manager and Senior Leadership Team as the first point of contact for visitors to the Academy, staff and students. As a representative to the Academy, the receptionist should be welcoming, personable, helpful and have the ability to represent the Academy in a professional manner. In addition, it is essential that the Receptionist for this role is organised, able to multitask, work flexibly within a busy working environment. The Receptionist is required to assist with various administrative tasks requiring a good level of IT skills.

Application form to be sent to HR@rtmat.org.uk

Closing date: 11th June 2021

Interview date: 23rd June 2021

Job Purpose

To work under the guidance the School Business Manager and Senior Leadership Team as the first point of contact for visitors to the Academy, staff and students. As a representative to the Academy, the receptionist should be welcoming, personable, helpful and have the ability to represent the Academy in a professional manner. In addition, it is essential that the Receptionist for this role is organised, able to multitask, work flexibly within a busy working environment. The Receptionist is required to assist with various administrative tasks requiring a good level of IT skills.

Main Responsibilities

- To act as the first point of contact for the Academy, welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner.
- Ensuring the safety and security of the Academy at all times, making sure that the front door and entrance gate is locked and entry to the premises controlled. Ensuring that all visitors sign in and take a visitor badge where necessary.
- Communicating with parents regarding all aspects of school life, receiving and passing on information, between parents and teachers.
- Maintaining and updating school information, records and databases.
- Receive, sort and distribute all packages, deliveries and mail.
- Ensuring that the reception area is kept smart and tidy
- To assist with the ordering of stationery, materials and resources and ensuring that stock levels are maintained.
- Assisting with various administrative tasks and duties, utilising word, excel, outlook email and the school database updated.
- To collect and record monies received for School lunches and uniform as appropriate and update on the Academy record.
- Maintain and update the school diary
- Preparation and distribution of outgoing letters, newsletters etc.

GENERAL / MISCELLANEOUS

This job description is not an exhaustive list of duties and the post holder will be required to undertake and other reasonable duties as discussed. The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Person Specification

Receptionist

Item	Essential	Desirable	Qualifications & Training	Experience	Knowledge & Skills	Other	Where Identified
English and Maths GCSE A*-C grade or equivalent	✓		✓				Application Form
Training in administrative systems	✓		✓				Application Form
ICT qualification		✓	✓				Application Form
Experience using MIS such as SchoolBase		✓	✓				Application Form
Excellent IT skills	✓			✓			Interview/References
Sound knowledge of Microsoft and Outlook	✓			✓			Interview/References
Excellent organisation skills and ability to prioritise workload	✓			✓			Interview/References
Excellent interpersonal and communication skills, in person, telephone, email and written	✓			✓			
Ability to work independently and as part of a team.	✓			✓			
The ability to use discretion, patience, tact and respect for confidentiality.	✓			✓			
Demonstrable experience of working with systems and procedures.	✓			✓			
Experience of working in a busy reception		✓		✓			

Item	Essential	Desirable	Qualifications & Training	Experience	Knowledge & Skills	Other	Where Identified
Experience of working in a School/Academy		✓		✓			Interview/References
Good knowledge of Child protection policy and safeguarding procedures	✓				✓		Interview/References
Evidence of own continuous personal and professional development		✓				✓	Interview/References
Commitment to equal opportunities and the ability to recognise the needs of different service users		✓				✓	Interview/References

RTMAT WELL-BEING OFFER



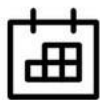
Complementary tea and coffee making facilities.



A buddy for new staff who join RTMAT.



Wellbeing events for all staff



Deadlines well publicised and annual calendar consultation



Complementary Christmas lunch provided for all staff each year



Measured approach to lesson observation, drop-ins and work scrutiny.



The opportunity to make a real difference to the lives of disadvantaged and vulnerable learners.



On-site free parking where possible



SLT open door policy at all times



Greater PPA time than national



Staff social and sporting activities



Flexible and generous approach to family appointments, children's events etc.



Personal ICT equipment (iPad or Macbook)



Opportunities for career development always considered



No student or class data is collected for data's sake



Staff marking & workload group guide and develop policy



Counselling service free to all staff both in house and externally



Comprehensive training and development offer



Dedicated classroom wherever possible for all teaching staff



Cake, laughter and friendship