



# Stantonbury School

## Job Description



Role:	Receptionist - Part Time role
Responsible to:	Student Services Lead
Based at:	Stantonbury School, Stantonbury, Milton Keynes
Hours:	25 hours per week, 39 weeks per year: 12pm – 5pm Monday - Friday
Grade:	Grade D to F, points 3 to 7 - £13,213.77 to £14,118.63 pro rata FTE £22,737.00 to £24,294.00

### Job Context

Stantonbury School is a large secondary Academy in Milton Keynes with approximately 1600 students and 200 staff. The school reception is at the heart of the school and is the first point of contact for all visitors, staff and students. The role sits within the Student Services Team.

### Key Responsibilities

- Welcoming all parents, visitors, staff and students to the school and helping them reach their destination or objective with speed and courtesy.
- Undertake all reception related tasks, including but not limited to, answering phone calls, receiving and sending letters and emails and/or directing these communications to the correct department/staff person.
- Support Student Services by carrying out general administrative tasks or other designated duties.

### Job Description

#### Reception Duties

- 1) Meet and greet all visitors to the school, dealing with face-to-face enquiries and processing these visitors in an efficient, professional and courteous manner.
- 2) Manage the school switchboard, logging information on the calls received, where required, and maintain detailed and accurate records.
- 3) Ensure all messages, by whatever means, are taken and delivered in a prompt and confidential manner.
- 4) Ensure all incoming visitors are screened appropriately for DBS status to support the Safeguarding protocols of the school.
- 5) Ensure all incoming visitors receive information about the schools emergency evacuation procedures and how to report a safeguarding concern whilst on site.
- 6) Manage the day-to-day operation of the Inventory electronic sign in system to the school.

- 7) Prepare ID badges for regular visitors to the school with the correct level of access arrangements.
- 8) Maintain an adequate stock of lanyards, ID badges, printer ink and cards to ensure optimum operation of the ID system.
- 9) To be the first point of contact for incoming deliveries and distribute/communicate to staff who need to receive the goods/mail.
- 10) Take responsibility for all incoming mail, parcels & packages, and their correct dispatch to the intended recipient.
- 11) Take responsibility for all outgoing mail including the franking, collection, and dispatch of all products on a timely basis.
- 12) To update hard copy fire lists on a regular basis as a back up to the Inventory System.
- 13) To manage and maintain the booking system for meeting rooms.
- 14) To monitor the daily student runner and assist as required.
- 15) To maintain front of house area to a high standard

#### **General Administration**

- 1) To assist with student filing and student filing archiving as time allows
- 2) To maintain and order office supplies for Reception.
- 3) To provide support to colleagues in the Student Services Team as required
- 4) To provide First Aid support as required

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Application is by application form and covering letter to [recruitment@stantonbury-tove.org.uk](mailto:recruitment@stantonbury-tove.org.uk)

Deadline for applications is Noon on Friday 10<sup>th</sup> May 2024

Candidates maybe interviewed prior to the deadline.