



HOE VALLEY SCHOOL

RECEPTIONIST

JOB DESCRIPTION AND PERSON SPECIFICATION

SALARY: Actual £14k to £16k actual salary, 25 hours per week

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential."

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

The Reception team is the first point of contact for parents and carers, students, agencies, governors, staff and all visitors to the school, ensuring the first impression given is of the highest standard whether in person or over the telephone. They are highly organised, articulate and friendly providing an efficient reception and administrative service to the school.

Role Information

Contract: Term time only, Permanent

Hours: 25 hours per week, 7:30am to 12:30pm Monday to Friday

Salary: £14,000 to £16,000 actual (FTE £26,186 - £29,927) dependent on experience

Start date: ASAP

Responsible to: PA to Head Teacher and ultimately the Head Teacher

Core Responsibilities

- To deal with enquiries, answering the telephone and relaying messages to staff and students
- To deal with student enquiries
- To ensure all visitors are signed in at Reception and a visitor pass issued, while rigorous safeguarding procedures are followed
- To update student details on the school's MIS (SIMS)
- To support the First Aid Lead with any injuries, medical issues, sickness
- To sort incoming mail and dispatch outgoing mail
- To word process and produce school documentation required by staff and departments as directed by the PA to the Head Teacher
- Liaise with staff, parents/carers and external agencies as appropriate, sharing information as directed and ensuring local procedures are followed
- To photocopy and reproduce documents as and when required
- To deal with all confidential matters with tact and discretion
- Work as part of the overall administrative team of the school to ensure the school runs smoothly and effectively at all times
- Follow the school's policies and procedures in the event of an emergency and attend relevant training
- Support with school events as requested by the PA to the Head Teacher
- Any other duties as requested by the PA to the Head Teacher
- Contribute to the overall ethos, vision and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- To carry out the above duties in accordance with the school's Safeguarding Policy.

The above list is not exhaustive and may be subject to amendment in due course in discussion with the relevant employee.

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Working knowledge of Microsoft Office (in particular Word and Excel)	Use of SIMS desirable but training can be given	Application form, interview
Working knowledge of Google Apps and/or Gmail		Application form, interview
Experience of office administration/ Reception duties	Experience of working in a school or educational setting	Application form, interview
Educated to GCSE level or equivalent in English & Maths		Application form, interview
First Aid Trained (training given if none at present)		

Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work R – Resilience: Not giving up when times are tough, demonstrating endurance C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy, written and oral communication		Application form, interview
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form & interview
Ability to work in a team or individually as required		Application form & interview
Strong attention to detail where only the best is good enough		Application form, interview
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Ability to relate well to children and adults		Application form & interview
High level of confidentiality required		Application form & interview & reference

Patient, flexible and adaptable, meticulous and conscientious		Application form & interview & reference
Ability to adhere to working procedures and policies within the school environment		Application form & interview & reference
Commitment to the ethos of the School		Application form & interview