



Northampton School

Nurturing Success



JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME:

POST: **Receptionist/Clerical Assistant (NS)**
Point (NSB Support Scale range 2-3)
37 Hours a week, 39 weeks
8:15am-4:45pm 4 days per week
8:15am-4:15pm 1 day per week
One hour unpaid lunch break daily

LINE MANAGER: **Senior School Administrator**

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of teacher support staff will include any activities which allow the teaching staff to become more effective in the classroom.



Northampton School

Nurturing Success



Job Purpose:

Working within the admin team, the receptionist is often the first point of contact for visitors, callers and parents. There is a key role to play in supporting the smooth running of the school and being the bridge between staff, students and parents.

Specific roles and responsibilities:

- be the first point of contact, both over the telephone and to all visitors, and to give a good impression of the school at all times
- dealing with enquiries from pupils, staff and the public by telephone and in person, ensuring that messages are passed on efficiently and speedily
- entering data into the attendance module
- assisting with pupil welfare issues
- maintain supplies of school forms
- responsibility for lost property
- responsibility for receipt of parent delivery of equipment/uniform/books etc and delivery to students
- maintaining Reception area and office notice-boards in a tidy manner
- entering visitor names on InVentry
- assisting students and visitors with access to InVentry
- upkeep of visitor diary and communications book
- word-processing of correspondence, reports and documents, data input
- assisting with preparation of classroom / display materials
- ordering of stock; checking deliveries and following-up outstanding items; maintaining records of same
- operation of reprographic equipment
- other office duties (e.g. opening/sorting/distributing mail, filing, screening callers - both personal and telephone, recording of minutes of meetings)
- any other duties as requested from time to time by the Headteacher or his agent, for which appropriate training will be given as necessary. These duties may include for example:
 - general clerical and administrative support
 - exam invigilation
 - collation of papers for large mail shots

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.



Northampton School

Nurturing Success



The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

June 2025