



Kimberley  
School



## Job Vacancy

Application Pack



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**Please note, only applications that reflect how you meet the criteria in the person specification are likely to be shortlisted for interview.**

<b>Job Summary</b>	
<b>Location:</b>	The Kimberley School, Newdigate Street, Kimberley, Nottingham, NG16 2NJ, Telephone: 0115 938 7000
<b>Job Summary:</b>	We are seeking to appoint a Student Centre Receptionist to complement the Student Support Team. You will be responsible for the day-to-day duties outlined in the job description.

JOB DESCRIPTION	
<b>Job Title:</b> Student Centre Receptionist	
<b>Reports to:</b>	<b>Student Support Leader</b>
<b>Grade:</b>	<b>Scale 3 – 32.5 hours per week</b> <b>Term Time Only (£14,184 - £14757 actual salary)</b>
<b>Responsible for:</b>	<b>GENERAL DESCRIPTION OF POST</b> The postholder will be based in the Student Support Team supporting, in the first instance, vulnerable students who are at risk and providing structured advice where appropriate and receiving incoming calls and queries.

## JOB DESCRIPTION

### Student Reception Duties

- Monitor and record entrance and exit of students
- Providing first line of support
- Monitor and record entrance and exit of students
- Providing 1<sup>st</sup> line of support to students with problems, or concerns
- Providing a range of support services for students:  
e.g. issuing passes, contacting parents, printing off/issuing information
- Counselling students who have experienced trauma e.g. bereavement or children who self-harm or who are experiencing family difficulties and recording outcomes
- Maintenance of the student database, to include issuing data-checking sheets and making amendments to the database.
- Overseeing the work of any 'student receptionists' assigned to the centre.
- Providing support and clerical assistance to the Student Support Team.
- Ensuring accident reports are completed as required and accurate records are maintained.
- Confidential filing.
- Administering/processing of reference requests for students
- First point of contact for parental queries/concerns

### **First Aid**

- Providing initial First Aid assessment and emergency first aid to staff and students (training will be arranged as necessary)
- Overseeing any students who are feeling ill, contacting parents/carers as necessary
- Liaising with the school health services/school nurse to administer any routine medical check ups etc.
- Ordering materials and maintaining First Aid boxes around the school

### **Student Attendance**

- Dealing with attendance queries and the school communications system
- Maintaining records
- Work actively to encourage students to attend school
- Contacting parents/carers when necessary

Undertaking any other duties, which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification					
				How Identified?	
		Essential	Desirable	Application	Interview
<b>Safeguarding</b>	Commitment to safeguard and promote the welfare of children	✓		✓	✓
<b>Knowledge and Skills:</b>	Ability to communicate effectively at all levels	✓		✓	✓
	Good organisational skills	✓		✓	✓
	Good literacy and numeracy skills	✓		✓	✓
	Experience of working with KS3 or KS4 students		✓	✓	
	Good ICT skills	✓		✓	
	Experience of 1 to 1 work with vulnerable students		✓	✓	✓
	Knowledge of SIMS database		✓	✓	
	Excellent telephone manner	✓			✓
	Highly effective behaviour management skills	✓		✓	✓
<b>Qualifications &amp; Training:</b>	First Aid trained or wish to acquire	✓		✓	
	GCSEs C or above		✓	✓	
	Knowledge of outside agencies		✓	✓	
<b>Personal Qualities &amp; Attributes:</b>	Relate well to children and young people	✓			✓
	Ability to work in a team	✓		✓	✓
	Openness to new ideas	✓		✓	
	Organised and systematic	✓		✓	
	Ability to keep to deadlines	✓		✓	
	Able to develop positive working relationships	✓		✓	
	Flexible and adaptable approach to work	✓		✓	
	Personable, friendly manner, willing and helpful	✓			✓
	Willingness to undertake relevant training courses	✓			✓
	Ability to work under own initiative as appropriate	✓		✓	✓
	Right to work in UK	✓		✓	