



Stocksbridge
Junior School

Receptionist

Applicant Pack

SILVERDALE
SIXTH FORM



Eckington School



Bradwell
Junior School



Malin Bridge
Primary School



Stocksbridge
Junior School



Chorus
Education Trust

Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	11.59pm on 8 June 2025
Interviews to be held:	Week beginning 16 June 2025
To start:	ASAP

An opportunity has arisen for a colleague to join the busy administration team as a Receptionist at Stocksbridge Junior School. As part of the reception team you will be responsible for providing a professional, efficient and friendly reception service for all visitors/callers to the school providing assistance and information as required.

The successful applicant will need to have excellent communication and interpersonal skills and the ability to work well under pressure in a busy school environment.

We are looking for:

- Someone who can provide a professional receptionist role to internal and external visitors
- Someone who can provide assistance to staff and students with any queries
- Someone who can be the first point of contact for all enquiries to school
- Someone who is an excellent role model, creative and motivational
- Someone who has a good understanding and experience of the job requirements
- Someone with exciting ideas who can build on existing good practice
- Someone who will be engaged in all aspects of a thriving school Currently the required days of work would be Monday to Friday from 8am until 1pm.

Role summary

Post title:	Receptionist
Profile:	LD2
Grade:	Grade 3
Grade spinal point range:	SCP 5 to 6
Salary:	£24790 - £25183 (pro rata £14408 - £14636)
Accountable SLT post:	Business Manager
Line manager (if different):	Office Manager
Staff to be supervised or line managed by post holder:	n/a
Post holder will work with:	Office and other support staff
Holiday and sickness relief:	By other office staff



Purpose of post:	To cover the school reception, welcoming visitors and supporting parents, pupils and staff	
Version revised:	May 2025	
Contract:	Temporary	25 hours/39 weeks



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

- Provide a professional receptionist role to internal and external visitors
- Employ initiative, resourcefulness and discretion at all times when dealing with all school staff, visitors and outside agencies
- Ensuring visitors' appointments are kept as promptly as possible
- Ensuring that all visitors sign in and out of school
- Providing assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate
- Being the first point of contact for all enquiries to school, by whichever means, eg. Post, email, telephone
- Operate the main telephone, identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary
- Maintaining the reception area, medical room and entrance area in a clean, tidy and attractive condition
- Ensuring deliveries are not left in reception for long periods of time and in view of the public
- Administering the facilities helpdesk system and requests/logs by email from staff, including chasing updates
- Maintaining school diaries, calendars and room bookings as/if appropriate
- Ensuring the display boards in reception and the immediate area are kept up to date and in good order
- Reviewing and ensuring sufficient stocks are maintained for all leaflets held in reception
- Provide first aid to students, visitors and staff
- Administrate and organise all outgoing post facilities

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.



- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.



Person Specification

Job Title: Receptionist

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.		✓	A / I
First aid training		✓	A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I

Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Stocksbridge Junior School

Stocksbridge Junior School strives for its children to have no limits to their ambitions and to aspire to reach their full potential. We prepare children for life-long learning, valuing the uniqueness of every child and providing for their needs within a safe, happy and caring environment in which everyone is equal and all achievements are celebrated.

Everyone at Stocksbridge Junior School aims to combine high standards with a broad and rich curriculum where education is the fusion of excellence and enjoyment. The curriculum is adapted to suit the needs of our pupils to ensure they are all 'learning together'.

The school, situated to the north-west of Sheffield, welcomes 270 pupils through its doors, from Year 3 to Year 6.



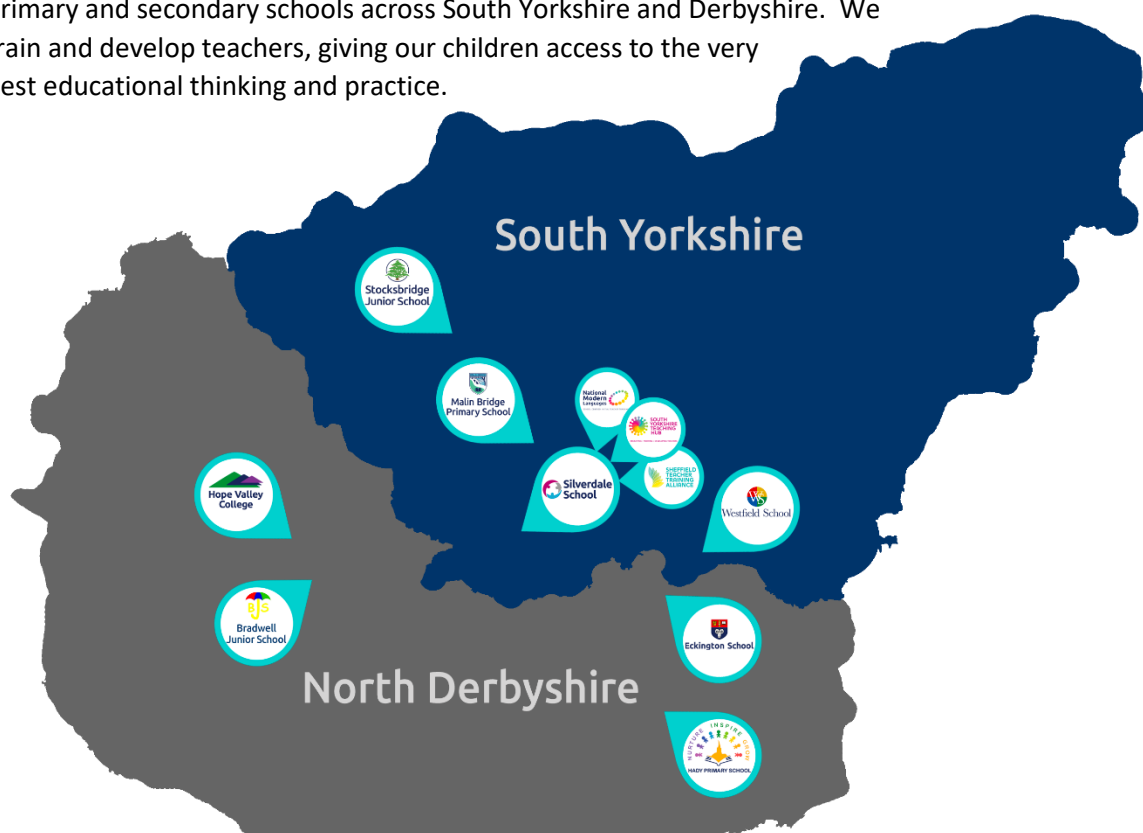
In addition to trust-wide benefits for all staff, those at Stocksbridge Junior School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Well equipped and comfortable staffroom.

You can view the school website at: www.stocksbridgejunior.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



A **collaborative environment** encouraging knowledge sharing and support.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.



To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Amanda Proost at: aproost@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 8 June 2025.
- Interviews to be held: week beginning 16 June 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.