



JOB DESCRIPTION

Job Title:	School Receptionist (Evenings)
Hours of Work:	Part-time; 4.00pm to 6.30pm, 12.5 hours per week, Monday to Friday; term time only
Responsible to:	Finance Manager
Accountable to:	Bursar
Job Purpose:	To take on the role of School Receptionist from 4.00pm to 5.00pm; from 5.00pm to 6.30pm to provide an out of hours service for parents and visitors.

Duties and Responsibilities:

- Liaise with the School Receptionist on a daily basis ensuring a smooth hand-over and noting any current issues.
- Process all outgoing post which is collected between 4.00pm and 4.30pm to include franking both UK and overseas mail.
- To answer main school telephone, efficiently relaying calls appropriately and taking messages.
- To receive visitors to the school, assisting as required.
- Locating students by liaising with other staff on site.
- Receive incoming parcels from couriers.
- Assist with any outstanding work within the Finance Office, to include photocopying mail shots and other general duties.
- Ensure that the Finance Office/Reception is secure before leaving the site each day.

General:

- To work according to the School's policies and procedures.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- To undertake any other duties as necessary from time to time as may be reasonably requested.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.



Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in 200 acres of beautiful grounds. There are 850 students ranging from age 3 to age 18, including a significant number of boarding students.

The Administration/Finance Office is a very busy one, playing key role in the life of the School.

The School employs over 250 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

Terms of Employment

Hours:

12.5 hours per week; 4.00pm to 6.30pm; Monday to Friday, Term Time only.

Salary and benefits:

- Salary is £9.20 per hour
- As a term time only post, holiday pay is added to and included in the annual salary.
- Annual leave must be taken during School holiday times.
- Parking is provided free of charge
- Appointment is subject to the conditions of employment for support staff.

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and an enhanced disclosure through the Disclosure and Barring Service must be satisfactorily completed.