

QUEEN ELIZABETH'S GRAMMAR, ALFORD

A Selective Academy Ltd



Receptionist/Secretary

£18,933 – 19,698 per annum reduced pro rata
(dependent on experience)

Thank you for your interest in this post. We are looking to appoint a Receptionist to join our small and friendly administrative team, working from 8.30 am to 4.00 pm (40 weeks per year). Our academy Receptionist is an important member of the support team and we are looking for someone with integrity and very good communication skills (including a high grade in GCSE English Language or the equivalent standard).

Ideally, the person appointed will:

- have some experience of working as a receptionist/secretary.
- have an excellent command of English, including very good spelling and punctuation.
- be well organised and enjoy working in a school environment as part of a small administrative and secretarial team.

Within this leaflet are details of our school and the post. There is more information about the school on our website, www.queenelizabeths.co.uk. In order to apply, please complete the enclosed application form and write a letter outlining why you think you would be an ideal candidate for the post. The deadline for applications is **Friday 8 October 2021 at 5.00 pm**.

Best wishes

A handwritten signature in black ink, appearing to read 'Glen Thompson'.

Glen Thompson
Headteacher

Brief Details of the School

Queen Elizabeth's is a Selective Academy, currently having 533 pupils (including 106 in the sixth form) on roll. We converted to Academy status in October 2010.

The school is a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high.

Academic results are high at Queen Elizabeth's and we are proud of our reputation as one of the top Grammar schools in Lincolnshire.

We aim to provide a broad, balanced, relevant and differentiated curriculum, with our Specialist status being Business and Enterprise.

Further details of the school can be found on our school website.

Office at Queen Elizabeth's Grammar, Alford

The academy reception at Queen Elizabeth's is at the heart of the administration support service provided to staff and students. Staffed by two people, one full-time and one part-time, it handles a wide variety of tasks from answering all incoming calls, dealing with pupil queries, checking attendance, maintaining accurate pupil records, taking in money, selling tickets for school events and selling school uniform.

The role of the Receptionist is a crucial one, and a warm and friendly welcome should be portrayed at all times. The front office should be a calm, organised and tidy environment.

In addition, a third member of the team provides a reprographics service to staff. The Receptionist reports to the Senior Secretary/Head's PA and to the Headteacher.

Main requirements of the Post

1. To provide a switchboard and reception service. The primary role of the receptionist is to warmly greet all guests to the school ensuring they are welcomed as soon as they enter the reception area. Messages are to be forwarded to relevant members of staff in a timely manner.
2. To provide administrative support to the SENCo.
3. To assist in distributing incoming mail and emails sent to reception@queenelizabeths.co.uk
4. To maintain the pupil information filing systems and undertake such filing and photocopying as may be required to meet the needs of the academy.
5. To download and input pupil data into the Integris system and generate reports as required. All pupil information should be correct and in its entirety at the beginning of the Autumn Term.
6. To send CMJ and CML files to county when a pupil joins or leaves the school mid-year, liaising with the senior secretary.
7. To assist in selling tickets for school events.
8. To assist in providing a messenger service within the curtilage of the school.
9. To prepare trips packs (with the Reprographics Officer) for members of staff.
10. To undertake such filing, word processing, duplicating and to meet the needs of the school.
11. To run off and send detention letters.
12. To assist in house training, seeking approval from SLT members where required, and sending letters electronically from members of staff.
13. To produce annual lists for the Headteacher, SLT and Admin of staff contact details (by the end of September each year).
14. To ensure staff details (including car insurance etc) are up-to-date.
15. To monitor FSM applications and submit a monthly report to the Finance Officer.
16. To work with the Head's PA on school admissions and mid-year transfers.

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