Al-Hijrah School, Burbidge Road, Birmingham B9 4US
School Receptionist/Administrative Support
GR2 Term Time Only 36.50 hours per week
Salary Range £15,507 – £18,560 pro-rata £13,556 per annum
Required as soon as possible

Al-Hijrah has a long and proud history of providing excellent education in an Islamic context. We are always keen to change and develop to ensure we meet the needs of our children. We recognise that our children will grow up in a fast paced dynamic world and need to ensure they have the tools to succeed. It is our endeavour to create and develop an environment that is welcoming, an environment that is positive and celebrates the very best of Islamic and British heritage.

We are seeking to appoint a highly motivated and enthusiastic individual to join our team in the School Office from 5th September 2016. The successful candidate must have excellent organisational and communication skills with the ability to work using their own initiative. You will be the first point of contact for the school and will be responsible for providing a welcoming and efficient reception to all our parents, staff, pupils and visitors. The post will also include a wide range of administrative duties, including dealing with incoming calls, post, enquiry emails, word processing and maintenance of databases. This position is full-time, term-time only, working 36hrs 30 minutes hours per week Monday to Friday during term time. The daily hours of duty are 08.00-4.00 pm

This school is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

Closing date for applications: Friday 14th October 12 noon
Shortlisting: Monday 17th October 2016
Interviews: Friday 21st October 2016

For further details and an application pack, please see the school website:

www.alhijrahschool.co.uk

All applications should be returned via email to:

c.sutton@al-hijrah.bham.sch.uk

Or by post to

HR & Support Services, Al-Hijrah School, Burbidge Road, Birmingham B9 4US
JOB DESCRIPTION

Job Title: Receptionist  
Job No: ALH00011
Grade: GR2  
Division: SCHOOLS
No of Posts: 1  
Section: AL-HIJRAH

1.0 JOB PURPOSE:

1.1 To be responsible for the provision of a professional and efficient reception and administrative support service to the school. To operate with the utmost professionalism and be the first point of contact for all visitors to the school.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 Provide a welcoming reception to all parents, employees, pupils and other visitors and ensure all visitors are recorded onto the school site using the automated entry system. Responsible for ensuring all visitors to the school site have the relevant DBS clearance.

2.2 Ensure that the relevant employee is advised once the visitor arrives and ensure safe access to the school site accompanied where necessary.

2.3 Ensure that the meeting room is booked where necessary for meetings with parents and refreshments provided.

2.4 Handle telephone calls in a professional manner and ensure all messages are recorded and passed to the relevant employee or SLT in school.

2.5 Assist within the office with production of letters and other documentation.

2.6 Responsible for sorting incoming mail for delivery to appropriate staff.

2.7 Responsible for recording, stamping/franking and posting outgoing mail.

2.8 Undertake other administrative duties:
   1. routine word processing
   2. Photocopying
   3. Emailing/faxing/texting parents
   4. Reconciliation of stationary supplies
   5. Maintenance of filing system/s
   6. Assist with cash counting
   7. Preparation of information for educational visits
   8. Liaison with Site Staff

2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

2.10 To ensure all tasks are carried out with due regard to Health and Safety.

2.11 To undertake appropriate professional development including adhering to the principle of performance management.

2.12 To adhere to the ethos of the school
   2.12.1 To promote the agreed vision and aims of the school
   2.12.2 To set an example of personal integrity and professionalism
   2.12.3 Attendance at appropriate staff meetings and parents evenings

2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
3.0 SUPERVISION RECEIVED:

3.1 Supervising Officer’s Job Title: Student Data & Exam Manager

3.2 LEVEL OF SUPERVISION
1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised ie through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use 1, 2 or 3 as in 3.2

5. SPECIAL CONDITIONS

This position is based on a Term Time Only contract and there may be a requirement to work additional days during school holidays but this will be agreed in advance with you. Your pay will be adjusted accordingly when you work.

6. HEALTH & SAFETY

In accordance with the School’s Health & Safety Policy the post holder is responsible for ensuring compliance with the health & safety in their working environment.

7. OTHER

- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance as appropriate at staff meetings
- Cover reception during parent evenings
**PERSON SPECIFICATION**

**Job Title:** Receptionist  
**Job No:** ALH00011  
**Grade:** GR2  
**Division:** SCHOOLS  
**No of Post:** 1  
**Section:** AL-HIJRAH

**Method of Assessment (M.O.A.)**  
A.F. = Application Form;   I = Interview;   T = Test or Exercise;  
P = Presentation

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
</table>
| EXPERIENCE (Relevant work and other experience) | Experience of working in a busy administration/school environment  
Experience of telephone work  
Experience of word processing and typing experience  
Experience of Microsoft Word package  
Experience of reception work  
Experience of working in a customer service environment | AF/I  
AF/I  
AF/I/T  
AF/I/T  
AF/I  
AF/I |
| SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public) | Able to speak Arabic/Urdu  
Able to communicate effectively and accurately both verbally and in writing  
Able to communicate in a clear and concise manner both on the telephone and face to face  
Ability to write clear letters and other communications  
Ability to complete work to the required standards of accuracy and presentation  
Able to follow set procedures  
Ability to develop and maintain effective working relationships with a wide range of people  
Ability to work on own initiative with minimum supervision  
Knowledge of standard office procedures  
Knowledge of standard office equipment & usage  
Able to work to tight deadlines | AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I  
AF/I |
| TRAINING                      | Willing to undertake job related training | AF/I |
| EDUCATION/QUALIFICATIONS     | A* - C in GCSE English or equivalent  
An intermediate or above qualification in word processing/typing skills | AF/I  
AF/I |
| OTHER                        | Inability to deal with parents, pupils and employees in an efficient and professional manner |