**Bushey Meads School**

**Job Description –Assistant to Head of Work-Related Learning**

**and Afternoon Receptionist**

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| **Post Title** | Assistant to Head of Work-Related Learning and Afternoon Receptionist |
| **Purpose** | To support the Head of Work-Related Learning in providing good quality, meaningful opportunities for all students to encounter the world of work. Supporting the reception team and manning the reception desk 3 afternoons per week. |
| **Reporting to** | Head of Work-Related Learning |
| **Liaising with** | Teaching and support staff, external agencies, students and parents/carers |
| **Working Time** | 37hours per week Monday to Friday, 8.15 am – 4.15 pm, (inclusive of 36 minutes unpaid breaks each day)Term time only + 1 week to include 5 INSET days. |
| **Salary/Grade** | APT&C Points 10 – 14 + fringe, depending on experience£21,322pa - £23,080pa + £874pa, paid pro-rataActual pro-rata salary range is £18,155pa - £19,652pa + £764pa |
| **Disclosure Barring Service** | Enhanced with barred list check |
| **MAIN (CORE) DUTIES** |
| **Operational, Strategic Planning:** | * To support, monitor and review the school’s careers provision across Key Stage 3,4 and 5
* To monitor and evaluate the work experience programme across all year groups including the Years 10 and 12 work experience weeks
* To assist with preparing and issuing of documentation for students on external placements
* To maintain links with local employers, colleges, alternative provision providers and monitoring of student progress / concerns
* To liaise with students, parents/carers, staff (including the BSJT Counsellor), YC Herts and other agencies as required
* To assist and support the Head of Work-Related Learning in the planning of organised events
* To maintain work experience data base records, checking employers’ documents etc
* To co-ordinate student files, file documents and archive files, whilst maintaining confidentiality
* Gather all destination data for years 11 and 13.
* Any additional administrative tasks relevant to Work-Related Learning
* To remain aware of and work within all relevant school working practices, policies and procedures
* To ensure appropriate arrangements are in place with regard to Health & Safety, Child Protection, provisions and insurance for work placements and vocational placements
* To support the provision of Child Protection / Safeguarding training for new staff
* Manage safeguarding files for all students on joining and leaving the school.
* Staff the reception desk on 3 afternoons per week, answer incoming calls and handle appropriately or forward to relevant members of staff (12:30 pm to 4:15pm)
* Receive and sign in visitors, issuing visitor badges and notify members of staff that they have arrived
* Answer queries from staff, students and visitors
* Maintain diaries for Conference rooms
* Open incoming emails to the school and forward to appropriate members of staff
* Accept incoming parcels, log and place in the parcel cupboard. Hand any invoices to the Finance staff
* Frank outgoing post, enter in Post Book and balance
* Oversee Year 7 receptionist
* Staff bulletin – distribute to staff via email and assist other reception staff with compiling bulletin
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| **Staff Development:** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development
* To attend regular meetings
* To work as a member of a designated team and to contribute positively to effective working relations within the school
* To engage actively in the Performance Appraisal Review process
* To attend relevant in-service training and regular learning support meetings
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| **Standards and quality assurance:** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Follow and uphold school policies
* Participate in staff training
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| **Communication:** | * To follow agreed policies for communications in the school
* Attend meetings as required
* To prepare and provide reports as required
* To be aware of in-school procedures and confidential issues and to keep confidences appropriately
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| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials for Work-Related Learning
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students
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| **Other Specific Duties**: |
| * To play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
* To actively promote the school’s policies
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate
* To attend meetings as determined in the meetings policy and as directed by the Executive Principal
* To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed
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| All Associate Staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. |

**March 2021**