



# BRIDGEWATER

HIGH SCHOOL

LEARNING WITH PRIDE AND JOY

## **JOB DESCRIPTION**

**SCHOOL:** Bridgewater High School

### **POST DETAILS**

**Job Title:** Receptionist / Administrator

**Grade:** Grade 4 SCP 6-7

**Hours of Duty:** 8am – 4pm Monday – Thursday & 8am – 3.30pm on Fridays.

**Actual Salary** £21,780.86 - £22,127.82 (Plus First Aid Allowance)

**Location of Work:** Bridgewater High School – Lower School Site

**Directly Responsible To:** Lower School Office Team Leader

**Directly Responsible For:** N/A

### **Primary Purpose and Scope of the Job:**

The post holder will work as part of the Lower School office team in manning the school's reception. Duties include:

- Welcoming visitors and directing them to the appropriate destination
- Having confidence in dealing with people of all ages and backgrounds and providing support as required to members of the public visiting the school
- Accurately recording student attendance and absence
- Providing First Aid to students.
- Answering the telephone and forwarding messages to staff in a timely manner
- Organising the reception to assist with efficient systems of work
- Providing clerical and administrative support to teaching and administrative staff
- Carrying out general clerical/administration duties as required
- Dealing with queries related to activities at the school
- Ensuring a high standard of customer service at all times

## **WORKING RELATIONSHIPS**

Office Team leaders and office staff  
School Business Manager  
Teaching Staff  
Support Staff

## **KEY TASKS AND ACCOUNTABILITIES**

1. The post holder must carry out the duties with full regard to the School's Performance Plan, Equality and Diversity Policy and Health and Safety Policy.
2. Provide the main reception service handling calls to the switchboard, and enquiries from pupils, parents, and visitors. Receive parents, visitors, and representatives at reception, arranging for them to be taken to the appropriate staff and locate pupils if required.
3. Provide general clerical support to teaching staff as required.
4. Use the external and internal postal and communication systems (e.g. internal and external post, Arbor communications, email).
5. Carry out all duties with due regard to confidentiality and data protection regulations particularly with regard to pupil data.
6. Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times
7. Act as the first response point for first aid, administering first aid and complying with the school's accident and incident procedures.
8. The post holder is responsible for the safeguarding and promotion of the welfare of children.
9. Undertake such additional duties as are reasonably commensurate with the level of this post.

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may

change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

**Date Job Description prepared/revised: 2<sup>nd</sup> April 2026**

**Prepared/revised by: Jill Stanton**

## PERSON SPECIFICATION

**JOB TITLE:** Receptionist / Clerical Administrator

**GRADE:** Grade 4 SCP 6 - 7

**CRITERIA:**

**Experience**

- |   |     |
|---|-----|
| Experience in providing clerical administration support to a wide variety of people | E/I |
| Experience of working in an education environment                                   | D/I |
| Experience of working in busy office and reception environments                     | E/I |

**Skills and Abilities**

- |   |      |
|---|------|
| Demonstrate effective skills in working with children.  | E/I  |
| Have good communication skills to effectively transfer varied and complex information to a wide variety of audiences both verbally and in writing (for example to pupils, parents and staff as well as external providers). | E/I  |
| Exercises developed communication skills with others ensuring that information is conveyed confidentially and in a sensitive manner adapting to circumstances as required.  | E/A  |
| Demonstrate the ability to establish good working relationships with staff and pupils.  | E/I/ |
| Able to liaise with school employees, school leadership team and external visitors  | E/I  |
| Well-organised and able to work to deadlines  | E/I  |
| Able to prioritise and work on own initiative with little close supervision.  | E/I  |
| Good administrative skills and excellent attention to detail  | E/I  |

**Education/Qualifications/Knowledge**

- |  |     |
|--|-----|
| Minimum educational qualifications of 5 GCSEs or equivalent        | E/I |
| Good knowledge of school administrative systems particularly Arbor | D/I |

Good computer literate including knowledge of MS office – Outlook/  
Word/ Excel

First Aid at Work Qualification

D/I

### **Other Requirements**

The post holder will be required to obtain enhanced DBS clearance.

The post holder will be required to obtain a First Aid at Work qualification

### **Commitment to Equal Opportunities**

Ability to understand and demonstrate commitment to equality and diversity

### **NOTE TO APPLICANTS:**

**Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.**