



## **CHETHAM'S SCHOOL OF MUSIC**

### **PART-TIME RECEPTIONIST**

#### **Job Purpose**

To provide a welcoming access to the site by running the Reception Office and telephone/mail service.

#### **Context**

The School's current full-time Receptionist is moving to a three-day week and so the School needs to recruit a person to work for two days per week.

The Administration Team are responsible for providing an efficient and cost-effective service of support to the Music and Academic Teaching Staff.

The Receptionist is the first point of contact for many people wishing to be in touch with the School or Chetham's Library. Whilst the job holder is based in the Reception Office situated near the entrance to the site, there is an implied necessity to work as part of the Administration Team. The Administration team provides back-up for the Receptionist whilst many of the tasks of the job holder require integration with the rest of the team.

#### **Accountabilities**

1. Greeting visitors, including audition candidates, recording their details, and directing them to their destinations. Occasionally escorting visitors to their destinations if appropriate.
2. Answering all incoming telephone calls during normal working hours and redirecting calls where applicable.
3. Receipt of incoming post and organise effective distribution within Chetham's.
4. Ensure that outgoing mail is dealt with effectively for external posting.
5. Receiving deliveries of goods and redirecting within Chetham's.
6. Control of minibus usage.
7. Weekly checking of the Defibrillator.
7. Any other duties that may reasonably be requested by the Joint Principals or the Bursar.

#### **Hours of Work**

8.45 am to 4.45 pm two days per week, with one hour (unpaid) for lunch. There is some flexibility on which days will need to be worked.

#### **Organisation**

The job holder will be responsible to the Bursar as part of the School's Administration Team.



**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Head.

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name: .....

Employee's Signature: .....

Date: .....

This job description was last reviewed in February 2021.