



An ambitious school at the heart of the community

HEADTEACHER: Mr Emmanuel Botwe MA (Oxon)

## Receptionist

### Information for Applicants

An ambitious school at the heart of the community

Manchester Road, Macclesfield, Cheshire, SK10 2EE  
Tel: 01625 610220    [www.tytheringtonschool.co.uk](http://www.tytheringtonschool.co.uk)    email: [info@tytheringtonschool.co.uk](mailto:info@tytheringtonschool.co.uk)



Tytherington School, registered in England and Wales, company number 08920320.  
Registered office: Tytherington School, Manchester Road, Macclesfield, Cheshire, SK10 2EE

## Job Description

**Job title:** Receptionist

**Reports to:** Head of Administration

**Job purpose:** To provide a welcoming and efficient front-facing customer and administrative service.

- Be the first point of contact for parents, visitors, contractors and education professionals, welcoming them in a polite and courteous manner, including:
  - Responding to queries;
  - Issuing relevant visitors passes/lanyards as per the Visitor policy;
  - Arranging for visitors to be received by their hosts.
- Answer calls and ensure information received via mail and telephone is effectively processed or forwarded, always ensuring high quality communication.
- Manage the reception staff email, replying with information or forwarding to the correct member of staff, as appropriate.
- Proactively supervise the Reception area, providing direction for students in regard to their day-to-day queries and keeping the area tidy and welcoming.
- Answer queries and providing accurate messages to ensure that all individuals are dealt with promptly and appropriately, with diplomacy and discretion.
- Check, sign for, sort and distribute post and deliveries to Departments/individual members of staff.
- Frank outgoing mail and take the outgoing post to the post office at the end of every day.
- Maintain the car registration database, liaising with HR for new staff information and requesting updates from staff on an ad hoc basis.
- Mark late students in and collect Pastoral slips from students who have been authorised to leave site during the school day.
- Coordinate meeting room bookings for use during the school day.
- Provide support to other areas of Administration as required.
- Deal with lost property and confiscated property in accordance with school procedures.
- Assist with emergency evacuation procedures.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters.
- Ensure the integrity of all data held in the school.
- Take part in regular training including termly cyber security awareness.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager/Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

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**SPECIFICATION**  
**Receptionist/Clerical Assistant**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications</b>	GCSE English or equivalent  A good standard of general education		Application
<b>Specialist Knowledge and Experience</b>	Confident in using ICT, particularly in Microsoft Office  Strong Literacy and numeracy skills	Previous experience in a reception environment  Experience of working within the scholastic calendar	Application, interview
<b>Skills &amp; abilities</b>	Ability to deal confidently with enquiries  Good organisation skills  Experience of working under pressure  Professional integrity and an ability to maintain confidentiality of student data		Application, interview
<b>Personal qualities and attributes</b>	Strong interpersonal and communication skills  Friendly, Self-motivated, Reliable		Interview

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### ADDITIONAL DETAILS

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**We welcome applications regardless of age, gender, ethnicity or religion. This is an exciting opportunity to join one of Macclesfield's leading secondary schools and make a significant contribution to the Administration Team.**

**Hours of Work:** 37 hours per week 8.15 – 16.15 Monday – Thursday, 8.15 – 3.45 Friday. We are open to job sharing and flexible working opportunities which can be discussed at interview if required.

**Weeks per Year:** 40 weeks per year (term time (38 weeks) plus 5 inset days plus 1 week).

**Salary:** Grade 5: £20,713 – £22,889 Actual salary per annum (pro rata of FTE £23,510 - £25,979 per annum) (45.941 paid weeks to allow for holiday pay)

**Pension:** Local Government contributory scheme

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### Disclosure & Barring Service

Successful applicants will be asked to apply for a Disclosure from the Disclosure & Barring Service.

Posts are subject to an **Enhanced** disclosure. A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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### Applications

Application forms and further details can be downloaded via our website [www.tytheringtonschool.co.uk](http://www.tytheringtonschool.co.uk) or by telephoning 01625 610220. Please return completed application forms to Helen Brady, HR and Payroll Manager, Tytherington School, Manchester Road, Macclesfield, SK10 2EE, [hbrady@tytheringtonschool.co.uk](mailto:hbrady@tytheringtonschool.co.uk)

**Closing Date: Wednesday 24th January 2024, midday**

**Interviews: w/c 29th January 2024**

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