



Receptionists x2

July 2023

RECEPTIONISTS x2

Grade: SCP 2

Full time salary £20441

Actual salary £14239 which is based on:

Wakefield term time plus 5 days

These are permanent contracts of 30 hours per week

Role 1 – Monday-Friday 8.00-2.30pm,

Role 2 – Monday-Thursday 2.00pm-early evening plus Saturday 9am-5pm

CAPA College are looking to appoint TWO experienced and enthusiastic Receptionists with strong communication skills to join their team. On a day to-day basis, the Receptionists are responsible for being 'the face' of CAPA College – welcoming visitors, staff and students and answering telephone and email enquiries.

The Receptionists will also support with general administrative duties to enable CAPA College to operate effectively, efficiently and compliantly.

Closing date: Thursday 20th July at 9am

Interview date: Monday 24th July 2023

Starting Date: Monday 4th September 2023 or as soon after



We are looking for candidates who can:

- Promote the highest standards of the CAPA College ethos in all face to face, telephone and email communications
- Ensure a calm, friendly, helpful welcome to all attending CAPA College whilst always ensuring that safeguarding and security protocols are followed
- Contribute to the administrative functions of CAPA College providing efficient and accurate support

We are looking for candidates who:

- Are highly efficient and organised with always ensure attention to detail
- Will thrive as working as part of a team but with the ability to work independently
- Have excellent interpersonal skills, thrive under pressure and embrace change and innovation
- Enjoy working in a fast-paced, vibrant and highly creative environment
- Have a can-do positive approach to their work

In return, we will offer you:

- An opportunity to make your mark in an Outstanding new Arts focused post 16 provision
- A professional and supportive team
- A personalised approach to continuing professional development
- A College that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos
- Automatic enrolment into the Local Government Pension Scheme

Applications can be downloaded from our website and should be sent with a covering letter confirming which of the two reception roles you would prefer to

- Email: recruitment@capacollege.co.uk
- Post: CAPA College, Mulberry Way, Wakefield, WF1 2QN

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an **enhanced DBS disclosure** and the following pre-employment and safeguarding checks:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)



Job Description

Job Title: Receptionist

Responsible to: Senior Administration Manager

Accountability – Specific

Organisation:

- Undertake reception duties, dealing with telephone, email and face to face enquiries positively, professionally and efficiently
- Welcome and sign in visitors with courtesy and hospitality following all safeguarding and security protocols
- Welcome staff and students and overseeing them signing in/out

Administration:

- Undertake general administrative support for the college including (but not exclusive to) admissions, enrolments, HR, trips and events, student and staff administration
- Support with accurate recording and monitoring of student attendance
- Support with box office administration
- Maintain manual and computerised records including filing duties

Resources:

- Operate office equipment e.g. photocopier, computer

Accountability – Generic:

- Serve as a role model based on high standards and professional conduct.
- To present the best possible image of the College in general, and in particular, in all contact and communications with the public, visitors, parents, students, customers, suppliers and all other external organisations.
- Be aware of and comply with policies and procedures relating to health and safety, equal opportunities, confidentiality and data protection always, reporting all concerns to the appropriate person.



- To comply with the College's Staff Code of Conduct.
- Maintain confidentiality in relation to all work undertaken.
- Contribute to the safeguarding and promotion of the welfare and personal care of students and regarding Child Protection procedures.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Undertake any professional development as needed and as determined by the Principal.
- Carry out such duties as may be assigned by the Principal. in accordance with the changing needs of the organisation.
- To support College activities such as performances, Open Days (some of which will take place on evenings and weekends).
- Participate in the College's staff appraisal system.

Person Specification

Receptionist

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Qualifications/Training		
	Essential	Desirable
Level 2 Numeracy/ Literacy skills/ GCSE Maths/English or willingness to works towards	Y	
Support Work in Schools (SWiS) Level 2		Y
Knowledge		
Good Numeracy/ Literacy Skills	Y	
Good understanding and ability with Microsoft Office suite (Word, Excel, Teams) or willingness to develop skills		Y
Keyboard/computer skills	Y	
Willing to participate in development and training opportunities	Y	
Effective communications skills – verbal and written	Y	
Experience		
General clerical/administrative work		Y
Customer service or reception work		Y
Competencies and Other Skills		

Ability to relate well to children and adults	Y	
Work constructively as part of a team, understanding college roles and responsibilities and your own position within these	Y	



CAPA College is proud to be part of Enhance Academy Trust

