**St Aloysius’ College**

**JOB DESCRIPTION**

**APPENDIX A**

### Ref No.\_\_\_\_\_ \_\_\_\_\_

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| Job Title | Sports Hall Receptionist |
| **Reporting to** | Bursar |

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| **Job Purpose** |
| To ensure that the Reception desk of the St Aloysius College Sports Hall is staffed enabling visitor access control and emergency communication. |

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| **Main Duties and Responsibilities** |
| 1. Visitor Access.

The post holder will be key in ensuring that only visitors sanctioned to enter the building, do so. For the purpose of ‘out of hours access’ staff, pupils and parents are classed as visitors.This will involve operating the remote door access and maintaining the visitor sign in/out system. |
| 1. Security.

The post holder will have responsibility for monitoring the CCTV cameras live feed. In the event that someone gains access to the building without permission or fails to sign in or is behaving suspiciously (as seen on camera), the post holder will liaise with the Janitorial staff on duty. In some situations it may be necessary to contact the police and/or a member of the school leadership teams.. |
| 1. Emergency Cover.

In the event of a fire alarm activation, the post holder will be expected to evacuate the building by the nearest exit furnished with the visitors log. The staff member in charge of the facility (if only pupils are using the building, this will be the post holder) will use the visitors log to do a roll call. This will also provide Fire and Rescue with information on whether or not the building is empty. |
| 1. First Aid

Training will be provided in order that the post holder can provide emergency first aid. In the event of any serious incident, the post holder would be expected to call an ambulance, |
| 1. Safeguarding

As with all roles within the school, the post holder will be expected to be vigilant as to any safeguarding issues and will have a responsibility to report any matter noted to a member of the Safeguarding Team. |
| 1. Other duties.

From time to time the post holder may be asked to undertake additional duties which would be appropriate to the roll such as administration tasks related to analysis of visitor numbers. This will be a minor part of the role. |

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| **Knowledge, Qualifications, Skills and Experience** |
| **Knowledge/Qualifications**A good standard of literacy and numeracy is essential. |
| SkillsEssential: Excellent interpersonal skills with emphasis on communication. Excellent organisational skills.Must be customer oriented and approachable.Must be of a calm disposition.Must have the maturity to deal with any matters which are confidential or sensitive in nature.Must be reliable.Must be able to self-motivate and remain alert at all times.Must have clearly legible handwriting. |
| ExperienceDesirable:Any previous work experience in a customer-facing role.Any leadership position with younger children e.g. with Brownies or CubsAny peer leadership role.Previous First Aid training. |

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| **Dimensions** |
| * The sports hall ‘out of hours’ operations are defined as 3.30pm to 6pm Monday to Friday.
* Staff number in excess of 100.
* There are c200 Pupils in the Senior School who are authorised to access the Sports Hall without teacher supervision.
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| **Job Features** |
| Planning and OrganisingThe role does not involve any significant planning and organising.  |
| Internal/External RelationshipsInternal – the post holder will have a high degree of interaction with staff or pupils using the facility due to the requirement of all users to sign in.External – where parents or other external visitors to the school are accessing the facility to watch a match or for an event, the post holder will potentially be the first person they will meet. |
| Decision MakingThe post is largely task oriented with responses to situations based on anticipated events. |
| Problem SolvingThere would be little problem solving in the role other than in the event of a services failure or emergency alarm activation. In that event, the post holder would liaise with the Janitorial staff on duty. |
| OtherThe learning curve for this post is anticipated to be less than one month. |

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| **Approved by Job Holder** |
| **Name** |  |  |  |
| **Signature** |  | **Date** |  |

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| **Approved by BursareqadHead** |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** |  |

*6th January 2020*