



**Woodfield School**  
Together we will achieve

# Receptionist

Part-time 20hrs  
(Grade 2)

**Woodfield SEMH School**

Needed ASAP



*Effort + Respect x Ambition = Success*



## Why work at Woodfield School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of their education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people. Our aim is be functioning on one site during the academic year 2026/27.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

*Nico De Groot - Interim Principal*



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# JOB DESCRIPTION – Receptionist

## Reporting to: Receptionist at Woodfield School

**Hours:** 20 hours per week 8:00am-12:00noon daily Term time only plus 5 days (195 days per year)

**Grade:** 2 (£11,451- £11,813)

## Job Purpose:

To ensure the provision of an efficient and effective reception and clerical support service to the school, and its Leadership Team, ensuring confidentiality is maintained at all times.

## Main Duties and Responsibilities:

1. Provide a reception service for the school, acting as first point of contact for pupils, parents and visitors, dealing with enquiries as they arise and receiving visitors, ensuring that security procedures are adhered to and the signing in book completed.
2. To undertake clerical tasks on behalf & as directed by the office manager or business manager.
3. Make and receive internal and external telephone calls, filtering calls as necessary and taking messages as required.
4. Ensure that the daily post is received & distributed to the appropriate person
5. Undertake the administration of school meal numbers and maintaining computerized catering records.
6. Organize Cool Milk for Nursery and Reception.
7. Take delivery of parcels as are they arrive, checking the goods against the relevant paperwork before distributing them.
8. Undertake photocopying, laminating of information as directed.
9. Contact parents (or the emergency contact) to advise when their children are sick or injured.
10. Maintain and update filing and pupil record systems, ensuring that emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
11. Partake in the annual cycle of staff appraisal
12. Liaise with transport providers to ensure pupils are brought into school and taken home safely and efficiently.
13. Administer First Aid as and when required.
14. Administer medication to students in accordance with the school policy.
15. Any other duties and responsibilities within the range of the salary grade.

## Safeguarding

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

## Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## **Training and Development**

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: Debbie Campbell (March 2026)***

## Person Specification

<b>Educational</b>	<ul style="list-style-type: none"> <li>● Evidence of commitment to continuing professional development.</li> <li>● Good level of education including English &amp; Maths</li> <li>● Current First Aid certificate or willing to work towards</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Understanding of the significance of school ethos.</li> <li>● An understanding of administrative procedures.</li> <li>● An ability to use all office equipment within the context of Health and Safety Regulations.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>● Provide an excellent front of house service</li> <li>● Receive and welcome visitors &amp; other stakeholders to the school in a warm &amp; friendly manner</li> <li>● Able to recognise the importance of directing telephone calls, emails &amp; other face-2-face enquiries to the correct person</li> <li>● Able to understand the importance of confidentiality</li> <li>● Able to be a supportive member of a team &amp; be proactive in supporting colleagues when there are fluctuations in workload</li> <li>● Able to communicate, and enjoy working, with children in a sensitive and caring manner within a special school setting.</li> <li>● Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li> <li>● Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.</li> <li>● Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li> <li>● Able to record and present information in a neat and legible way.</li> <li>● Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</li> <li>● Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li> <li>● Able to operate office equipment</li> <li>● Computer literate and able to learn how to use new software</li> <li>● Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act and the General Data Protection Regulation.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>● The willingness to go the extra mile for customers and accept no excuses for underachievement.</li> <li>● Willingness to work additional hours when needed</li> <li>● Energetic and enthusiastic.</li> <li>● Reflective and evaluative.</li> <li>● A sense of humour.</li> <li>● Willingness to be flexible</li> <li>● Willingness to undertaken training if required</li> <li>● Trustworthy and reliable</li> </ul>



## Receptionist

Required ASAP

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

### **How to apply**

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

[www.woodfieldschool.net](http://www.woodfieldschool.net)

**Debbie Campbell – School Business Manager – [dcampbell@woodfieldschool.net](mailto:dcampbell@woodfieldschool.net)**

Please return completed application forms to the HR recruitment team- [shands@woodfieldschool.net](mailto:shands@woodfieldschool.net)  
[No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Monday 6<sup>th</sup> April 2026 Interviews to be conducted upon receipt of successful application**

**Interview date: TBC -**

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.