



KNIGHTSBRIDGE SCHOOL

## Job Description: Receptionist

<b>Hours:</b>	Full time, 7.45am – 5.00pm
<b>Responsible to:</b>	Head and Bursar
<b>Director Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<b>Internal:</b> Bursar, School Finance/Admin team, School Secretary, Head, School Management Team, School Staff, Directors, Pupils <b>External:</b> Parents and Visitors to the School

### Main Purpose of the Job:

To act as the first point of call for all parents, school visitors and callers. To welcome visitors and direct as appropriate, and to manage all telephone calls and queries, re-directing as appropriate.

### Responsibilities:

- To welcome parents & visitors in a professional and hospitable manner, ensuring signing-in procedures are followed. To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
- To be responsible for the logging in of late and absent children in the relevant documents and passing this information to the relevant staff.
- Weekly updating of the bulletin board and Friday Newsletter.



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- Provide assistance to the Registrar & School Secretary, ensuring up to date contact details, medical information is entered in to School Manager. Assist in the preparation of Welcome packs and school information
- To maintain high standards of tidiness and order in the school reception area so as to project a professional and welcoming environment for parents, pupils and visitors to the school.
- To assist the Finance Department with processing of purchase invoices into Sage 50.
- To be responsible for the school purchase ordering and school stationery cupboard.
- To be responsible for the collection and registration of monies for trips, photographs etc.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Equal Opportunities Policy/Code of conduct, and national legislation (Health and Safety, Data Protection).
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.



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