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**JOB DESCRIPTION**

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| **Job Title:** | Receptionist |
| **Grade:** | Hay 4 |
| **Purpose:** | The effective and efficient organisation of all aspects of the school office |
| **Reporting to:** | Senior Administrator |
| **Staff reporting to Job Holder:** | None |
| **Contacts within school:** | All staff and students |
| **Contacts outside school:** | * External stakeholders as appropriate * The MAT’s Executive Principal |
| **Main tasks and responsibilities:** | * Provide an efficient and effective service for the School Office including working with both students and parents. This includes running the main school reception, with all associated responsibilities * Coordination of Parentmail/Parent Text notices as required, including administration of the school’s detention system * Coordinate and maintain the school’s ParentPay system * Provide copies of printed materials in suitable formats to agreed deadlines for staff * Provide reprographics support as requested by the Administration Assistant * Help maintain and create displays across the school * General admin as required * Form part of the first aid team. Full training will be provided. Other duties at the discretion of the Principal |
| **Knowledge, experience and training:** | * Microsoft Office Applications (Word, Excel and PowerPoint) * A knowledge of using SIMS would be desirable * Organisation and management skills * Calm under pressure with strong interpersonal skills * Experience in dealing with young people in a busy environment * Proactive in the change process * Confidentiality * Flexibility * Evidence through DBS check and recruitment process of suitability for working with children |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Holder) DATE:**

**AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) DATE:**