****

|  |
| --- |
| **Job Description** |
| **Title:** | Senior School Receptionist |
| **Summary of the Role:** | Receptionist duties in the Senior School Office |
| **Reports to:** | Senior School Office Manager |
|  |  |
| **Main Duties and Responsibilities:** | * Welcome visitors to the school following the School’s visitor procedure
* Ensure there is no access to the School by unauthorised personnel
* Assist parents visiting the School with any queries or concerns
* Help pupils with any queries or concerns
* Answer telephone to main School switchboard in a professional manner. Pass on messages as required and advise callers seeking information relating to school activities and the school day
* Liaise with the School caretakers as required regarding deliveries to the school
* Use the School’s information management system (SIMS) to update, add or query pupil data
* Prepare documents when necessary using Word and Excel
* Photocopy and laminate when requested
* Order and maintain stationery supplies for the School
* Any other duties as required e.g. administrative tasks for members of the Leadership Team or teaching staff
 |

|  |
| --- |
| **Person Specification** |
|  | **Essential** | **Desirable** | **Method of Assessment** |
|  | These are qualities without which the applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria |  |
| **Qualifications** | N/a | GCSE or equivalentin Maths and English | Certificates |
| **Experience:** |  | * Previous experience of receptionist duties
* Previous experience working in school environment
* Previous experience of working with children
 | Contents of the Application Form.InterviewProfessional references |
| **Skills** | * Professional manner
* Smart and well-presented
* Good communication skills
* Polite and helpful telephone manner
* Friendly and welcoming
* PC skills including Word and Excel
 | * Experience using a database
 | Contents of the Application FormInterviewProfessional references |
| **Knowledge** |  | * Knowledge of school and /or an office environment
 | Contents of the Application FormInterviewProfessional references |
| **Personal competencies and qualities** | * Reliable
* Well presented
* Articulate
 |  | Contents of the Application FormInterviewProfessional references |